

TAILOR (WOMEN)

COMPETENCY BASED CURRICULUM

(Duration: 1yr. 3 months.)

APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL- 3



SECTOR – APPAREL



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

TAILOR (WOMEN)

(Revised in 2018)

APPRENTICESHIP TRAINING SCHEME (ATS)



NSQF LEVEL - 3

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Developed By

Ministry of Skill Development and Entrepreneurship
Directorate General of Training
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE
EN-81, Sector-V, Salt Lake City,
Kolkata – 700 091

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Co-ordinator for the course: Ms. SonuGhiya

Sl. No.	Name & Designation Sh./Mr./Ms.	Organization	Expert Group Designation
1.	Ms. Amita Kaushal	ATDC, Dilshad Garden. Delhi	Principal
2.	Mr. L. N. Meena	Arya Bhatt Institute of Technology, New Delhi	Lecturer
3.	Ms. Yogita Singh	Savy Exports Mansarovar Jaipur	Designer
4.	Ms. Rajni Thakur	Seth Jaiprakash Mukundlal Polytechnic, Gaziabad	Lecturer
5.	Ms. Mithlesh Bhati	Vijaya Institute of Fashion Technology, Meerut	lecturer
6.	Ms. Sonu Ghiya	NVTI for women Sec-1 D-1 Noida	Training Officer
7.	Mr. S.S. Meena	NVTI for women Sec-1 D-1 Noida	Training Officer
8.	Mr. Pankaj Mishra	Syadwad Smpex Pvt. Ltd Sec-63 H-126 Noida	Senior merchandiser
9.	Mr. Ravi Kumar	Continuum Buying Agency Udyog Vihar Gurgaon	Quality assurance
10.	Mr. Vivek	Shahi Exports Pvt. Ltd. Hosier Complex A-5 Noida	Industrial engineer
11.	Mr. Abdul Khan	A.N. Textile, Sanganer, Jaipur	Designer
12.	Mr. Puneet Sharma	Cats whiskers boutique Agra	Designer
13.	Ms. JapjeeKaurKholi	NIFT,GandhiNagar,Gujrat	Associate Professor

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1. BACKGROUND

1.1 Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate (ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; **trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of **trade apprentices** vary from trade to trade. The apprenticeship training for trade apprentices consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders) and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

1.2 Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

1.3 Reformation

The Apprentices Act, 1961 has been amended and brought into effect from 22nd December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.



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2.1 GENERAL

Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under aegis of National Council of Vocational Training (NCVT). Craftsman Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) are two pioneer programmes of NCVT for propagating vocational training.

TAILOR (WOMEN) trade under ATS is one of the most popular courses delivered nationwide through different industries. The course is of one year three months (01 Block of 15 months duration including basic training) duration. It mainly consists of Domain area and Core area. In the Domain area Trade Theory & Practical impart professional - skills and knowledge, while Core area -Employability Skills imparts requisite core skills & knowledge and life skills. After passing out the training programme, the trainee is being awarded National Apprenticeship Certificate (NAC) by NCVT having worldwide recognition.

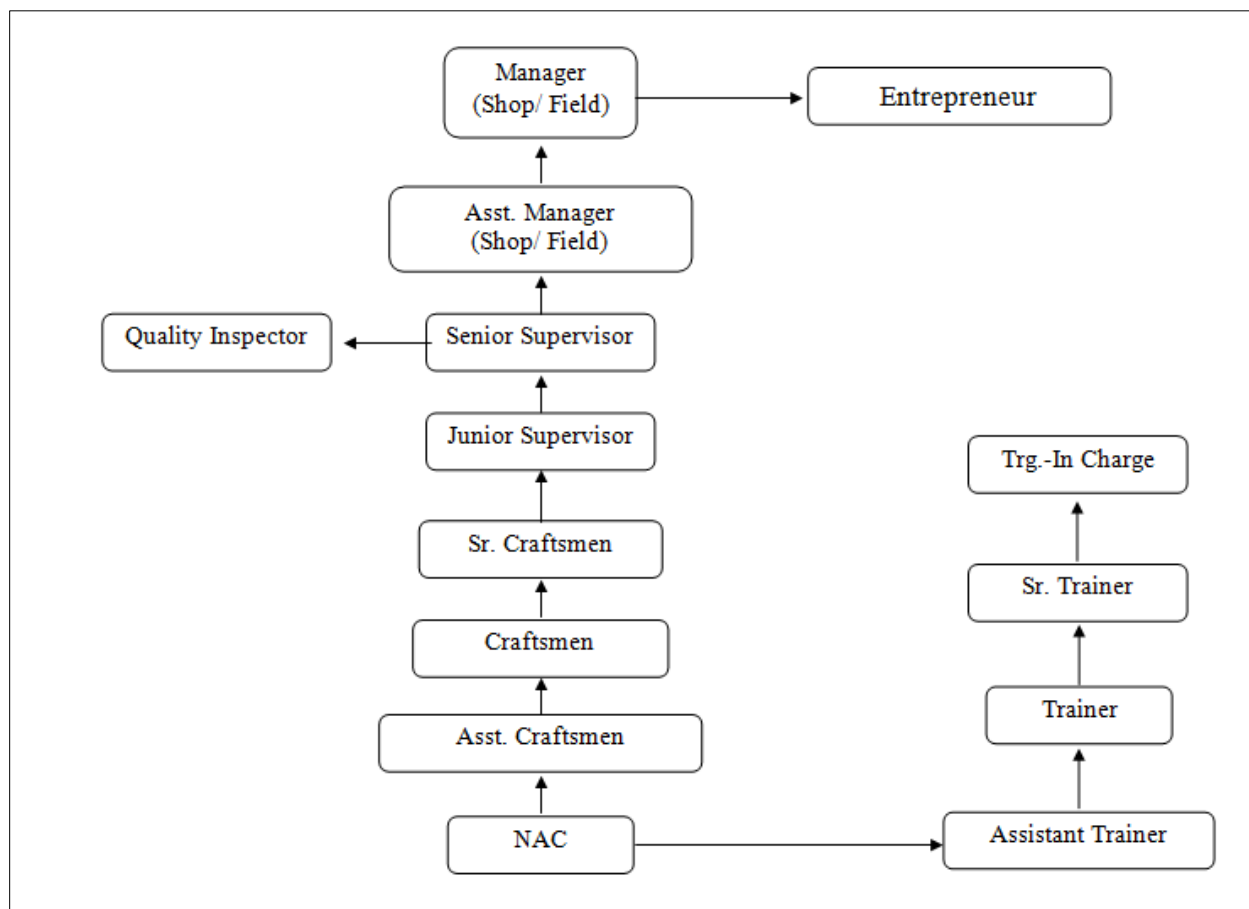
Broadly candidates need to demonstrate that they are able to:

- Read & interpret technical parameters/document, plan and organize work processes, identify necessary materials and tools;
- Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge, core skills & employability skills while performing jobs and solve problem during execution.
- Check the job/assembly as per drawing for functioning, identify and rectify errors in job/assembly.
- Document the technical parameters related to the task undertaken.

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2.2 CAREER PROGRESSION PATHWAYS:

- Indicative pathways for vertical mobility.



2.3 COURSE STRUCTURE:

Table below depicts the distribution of training hours across various course elements during a period of one year (*Basic Training and On-Job Training*): -

Total training duration details: -

Time (in months)	1-3	4 – 15
Basic Training	Block– I	-----
Practical Training (On - job training)	----	Block – I

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A. Basic Training

For 02 yrs. Course (Non-Engg.): - **Total 03 months:** 03 months in 1styr. only

For 01 yr. Course (Non-Engg.): - **Total 03 months:** 03 months in 1st yr.

Sl. No.	Course Element	Total Notional Training Hours (For 01 yr. Course)
1	Professional Skill (Trade Practical)	270
2	Professional Knowledge (Trade Theory)	120
3	Employability Skills	110
	Total (including Internal Assessment)	500

B. On-Job Training:-

For 01 yr. Course (Non-Engg.) :- **Total 12 months**

Notional Training Hours for On-Job Training: 2080 Hrs.

C. Total training hours:-

Duration	Basic Training	On-Job Training	Total
For 02 yrs. Course (Non-Engg.)	500 hrs.	3640 hrs.	4140 hrs.
For 01 yr. Course (Non-Engg.)	500 hrs.	2080 hrs.	2580 hrs.

2.4 ASSESSMENT & CERTIFICATION:

The trainee will be tested for his skill, knowledge and attitude during the period of course and at the end of the training programme as notified by Govt of India from time to time. The Employability skills will be tested in first two semesters only.

a) The **Internal assessment** during the period of training will be done by **Formative assessment method** by testing for assessment criteria listed against learning outcomes. The training institute have to maintain individual *trainee portfolio* as detailed in assessment guideline. The marks of internal assessment will be as per the template (Annexure – II).

b) The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NAC will be conducted by NCVT on completion of course as per guideline of Govt of India. The pattern and marking structure is being notified by govt of India

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from time to time. **The learning outcome and assessment criteria will be basis for setting question papers for final assessment. The examiner during final examination will also check individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.**

2.4.1 PASS REGULATION

The minimum pass percent for Practical is 60% & minimum pass percent for Theory subjects 40%. The candidate pass in each subject conducted under all India trade test.

2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration should be given while assessing for team work, avoidance/reduction of scrap/wastage and disposal of scarp/wastage as per procedure, behavioral attitude, sensitivity to environment and regularity in training. The sensitivity towards OSH and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work

Evidences of internal assessments are to be preserved until forthcoming semester examination for audit and verification by examination body. The following marking pattern to be adopted while assessing:

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Performance Level	Evidence
(a) Weightage in the range of 60 -75% to be allotted during assessment	
For performance in this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable standard of craftsmanship.	• Demonstration of good skill in the use of hand tools, machine tools and workshop equipment • Below 70% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards. • A fairly good level of neatness and consistency in the finish • Occasional support in completing the project/job.
(b)Weightage in the range of above75% - 90% to be allotted during assessment	
For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.	• Good skill levels in the use of hand tools, machine tools and workshop equipment • 70-80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards. • A good level of neatness and consistency in the finish • Little support in completing the project/job
(c) Weightage in the range of above 90% to be allotted during assessment	
For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.	• High skill levels in the use of hand tools, machine tools and workshop equipment • Above 80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards. • A high level of neatness and consistency in the finish. • Minimal or no support in completing the project.

Brief description of Job roles:

A tailor of women garments operates SNLS sewing machines or different kinds of specialized sewing machines. The tailor produce custom-made ('bespoke') for women. He may produce the whole garment or work in a team, which involves each member working on a particular part of the tailoring process, repairs and do alterations to clothing purchased or created elsewhere. The tailor takes measurement of clients to ensure proper fitting of the garment, sewing of garments using proper needles and thread or machines. Heread work orders or other instructions to determine product specifications or material requirements and estimation. Tailor may work as a freelance sewer or at the assembly line in a factory. The tailor also creates design (either by adapting an existing pattern or developing a new design), discussing with the customer regarding process of garment construction like time duration, drafting, cutting, estimation and costing etc. of the garment. Design and draw clothes and communicate ideas to the client. He may be required to check the finished products for imperfections, ironing, replace or repair defective garment parts. He may have to examine the garments carefully for final delivery. As a Freelancer he has to attend complaints, if any.

Tailor has to understand technical terms in local and international language. He shows sensitivity to environment, self-learning and productivity.

Reference NCO 2015: 7531.0200 Dress Maker/Ladies Dress Maker

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4. NSQF LEVEL COMPLIANCE

NSQF level for TAILOR (WOMEN) trade under ATS: **Level 3**

As per notification issued by Govt. of India dated- 27.12.2013 on National Skill Qualification Framework total 10 (Ten) Levels are defined.

Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

- a. Process
- b. professional knowledge,
- c. professional skill,
- d. core skill and
- e. Responsibility.



The Broad Learning outcome of TAILOR (WOMEN) trade under ATS mostly matches with the Level descriptor at Level- 3.

The NSQF level-3 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 3	Person may carry out a job which may require limited range of activities routine and predictable	Basic facts, process and principle applied in trade of employment	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social and natural environment	Under close supervision Some Responsibility for own work within defined limit.

5. GENERAL INFORMATION

Name of the Trade	TAILOR (WOMEN)
NCO - 2015	7531.0200 Dress Maker/Ladies Dress Maker
NSQF Level	Level – 3
Duration of Apprenticeship Training (Basic Training + On-Job Training)	3 months + One year (01 Block of 15 months duration including basic training).
Duration of Basic Training	a) Block –I : 3 months Total duration of Basic Training: 3 months
Duration of On-Job Training	a) Block –I: 12 months Total duration of Practical Training: 12 months
Entry Qualification	Passed 8 th class examination recognized school.
Selection of Apprenticeship	The apprentices will be selected as per Apprenticeship Act amended time to time.
Instructors Qualification for Basic Training	As per ITI instructors qualifications as amended time to time for the specific trade.
Infrastructure for basic training	As per related trade of ITI.
Examination	The internal examination/ assessment will be held on completion of each block. Final examination for all subjects will be held at the end of course and same will be conducted by NCVT.
Rebate to Ex-ITI Trainees	03 months
CTS trades eligible for Tailor (Women) Apprenticeship	1. Sewing Technology 2. Dress Making

Note:

- Industry may impart training as per above time schedule for different block, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspects is compromised.
- For imparting Basic Training the industry to tie-up with ITIs having such specific trade and affiliated to NCVT.

6. LEARNING OUTCOME

6.1 GENERIC LEARNING OUTCOME

The following are minimum broad Common Occupational Skills/ Generic Learning Outcome after completion of the Tailor (Women) course of 01 years 03 months duration under ATS.

Block I:-

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Select and ascertain measuring instrument and measure dimension of components and record data.
3. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
5. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
6. Plan and organize the work related to the occupation.

6.2 SPECIFIC LEARNING OUTCOME

Block – I

1. Know the concept and preparation of drafting and pattern making.
2. Know the working of Industrial Model Lock Stitch sewing machine and functions of different parts.
3. Perform the basic stitching skills and making samples using all constructional skills on sewing machine.
4. Identify different types of fabrics and textures.
5. Perform trimming material and their uses.
6. Plan and organize the work related to the occupation.
7. Technical terms & working procedure of industry, taking measurements, checking the defects of fabrics and garments.
8. Drafting, Layout, Estimation, marking, cutting, stitching & Finishing of following basic garment with respect to fitting and alteration
 - Ladies shirt
 - Top
 - Tunic
 - Skirt

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- Playsuit
9. Operate following machine on different parts of a garment inline production.
- 3 thread & 5 thread over lock machine
 - Double needle lock stitch machine
 - Flat lock stitch machine
 - Feed off the arm machine
 - Button hole and button fixing machine
 - Binding & hemming machine

Note: Learning outcomes are reflection of total competencies of a trainee and assessment will be carried out as per assessment criteria.



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7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING OUTCOME	
LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Recognize & comply safe working practices, environment regulation and housekeeping.	1. 1. Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements.
	1. 2. Recognize and report all unsafe situations according to site policy.
	1. 3. Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	1. 4. Identify, handle and store / dispose off dangerous/unsalvageable goods and substances according to site policy and procedures following safety regulations and requirements.
	1. 5. Identify and observe site policies and procedures in regard to illness or accident.
	1. 6. Identify safety alarms accurately.
	1. 7. Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	1. 8. Identify and observe site evacuation procedures according to site policy.
	1. 9. Identify Personal Productive Equipment (PPE) and use the same as per related working environment.
	1. 10. Identify basic first aid and use them under different circumstances.
	1. 11. Identify different fire extinguisher and use the same as per requirement.
	1. 12. Identify environmental pollution & contribute to avoidance of same.
	1. 13. Take opportunities to use energy and materials in an environmentally friendly manner
	1. 14. Avoid waste and dispose waste as per procedure
	1. 15. Recognize different components of 5S and apply the same in the working environment.
3. Select and ascertain measuring instrument and measure dimension of components and record data.	4.1 Select appropriate measuring instruments such as Measuring Tape, Seam Ripper, Drafting Card Scale, Tailors Square etc.(as per tool list).
	4.2 Ascertain the functionality & correctness of the

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	instrument.
	4.3 Measure dimension of the components & record data to analyse the with given drawing/measurement.
4. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.	5.1 Explain the concept of productivity and quality tools and apply during execution of job.
	5.2 Understand the basic concept of labour welfare legislation and adhere to responsibilities and remain sensitive towards such laws.
	5.3 Knows benefits guaranteed under various acts
5. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	6.1 Explain the concept of energy conservation, global warming, pollution and utilize the available recourses optimally & remain sensitive to avoid environment pollution.
	6.2 Dispose waste following standard procedure.
6. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	7. 1. Explain personnel finance and entrepreneurship.
	7. 2. Explain role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.
	7. 3. Prepare Project report to become an entrepreneur for submission to financial institutions.
7. Plan and organize the work related to the occupation.	8. 1. Use documents, drawings and recognize hazards in the work site.
	8. 2. Plan workplace/ assembly location with due consideration to operational stipulation
	8. 3. Communicate effectively with others and plan project tasks
	8. 4. Assign roles and responsibilities of the co-trainees for execution of the task effectively and monitor the same.
SPECIFIC OUTCOME	
<u>Block-I (Section:10 in the competency based curriculum)</u>	
<i>Assessment Criteria i.e. the standard of performance, for each specific learning outcome mentioned under block – I (section: 10) must ensure that the trainee achieves well developed skill with clear choice of procedure in familiar context. Assessment criteria should broadly cover the aspect of Planning (Identify, ascertain, etc.); Execution 1)Perform, illustration, etc. by applying basic methods, tools, materials and information 2) Knowledge of basic facts,</i>	

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*process and principle applied in trade of employment3) Basic Mathematical Skills and **Checking/ Testing** to ensure functionality during the assessment of each outcome. The assessments parameters must also ascertain that the candidate is responsible for own work within defined limit.*



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BASIC TRAINING (Block – I)

Duration: (03) Three Months

Week No.	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
1	➤ Familiarization with the Institute. ➤ Safety tools and equipment. ➤ Importance of housekeeping ➤ Preventive measures for electrical accidents & step to be taken in such accidents.	➤ Introduction and familiarization with the institute. ➤ Importance of safety and general precaution ➤ Introduction with trade and its scope ➤ Job prospects ➤ Introduction to work ethics & discipline ➤ Ergonomics
	➤ Identification of Tools & Equipment. • Cutting • Pressing • Marking • Drafting • Finishing • Sewing • Draping ➤ Sample making of basic hand stitches • Temporary • Permanent • Decorative	• Tools & Equipment • Cutting tools ,Techniques & Technical terms • Pressing tools ,Techniques & Technical terms • Drafting tools ,Techniques & Technical terms • Marking tools ,Techniques & Technical terms • Finishing tools ,Techniques & technical terms • Sewing tools, Techniques & technical terms • Introduction to dummy, such as princess line High Point of Shoulder, Neck line, etc. • Introduction to basic hand stitches • Temporary • Permanent • Decorative
3-4	➤ Familiarization of industrial model lock stitch sewing machine. ➤ Selection of appropriate needle and thread ➤ Selection of right type of pressure foot and folders for different kind of zipper constructions and different	➤ Familiarization of industrial model lock stitch sewing machine. • Machine Needle & Thread. • Parts & attachments and their Functions • Broken needle disposable policy • Stitch Formation

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	kind of piping constructions. ➤ Selection of right type of machine for a particular fabric & particular construction. ➤ Selection of right type of elastic. ➤ Understanding the fabric grain line, warp & weft. ➤ How to place pattern- on grain, off grain or Bias. ➤ Broken needle record keeping ➤ Practicing of stitching on sewing machine • Bobbin winding • Threading • Straight lines • Curved lines • Triangular lines ➤ Sample of making Machine Stitches • Seams • Seam Finishes	• Care & Maintenance • Trouble shooting ➤ Introduction of machine stitches • Seams • Seam Finishes
5	➤ Practice on Five Thread over lock Machine • Threading • Running • Minor adjustments	➤ Introduction to Five Thread Over lock Machine • Machine Needle & Thread. • Parts & Functions • Stitch Formation • Care & Maintenance • Trouble shooting
6-7	➤ Sketching and Making Sample of stitching • Darts • Tucks • Pleats • Gathers & Shirring • Flare ➤ Making Sample of • Hem, • Corners • Edge Finishing • Casing • Necklines ➤ Making Sample of • Buttons • Buttonholes	➤ Introducing Fullness • Darts • Tucks • Pleats • Gathers & Shirring • Flare ➤ Introduction to different type of • Hem, • Corners • Edge Finishing • Casing • Necklines ➤ Introduction to different type of fasteners • Buttons • Buttonholes

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	• Hooks & Eye • Zipper • Press Studs • Hotfix studs	• Hooks & Eye • Zipper • Press studs • Hotfix studs
8-9	➤ Identification of fabrics and textures • Woven fabrics • Knitted fabrics ➤ Sketching and Making Sample of stitching • Sleeve • Collar • Cuffs • Plackets • Pockets • Smoking	➤ Brief Introduction to different type of fabrics and their properties • Woven garments • Knitted garments ➤ Introduction to different type of • Sleeve • Collar • Cuffs • Plackets • Pockets • Smoking
10	➤ Practice of taking Measurements • Techniques • Sequence of measurements	➤ Human Figures • Eight Head Theory • Joints and Muscles • Types of Figures ➤ Measurements • Techniques • uses ➤ Body Measurements Importance • Types & Measuring Techniques • Precautions • Measurement Charts
11	• Drafting and pattern making of • Ladies bodice block • Sleeve block • Skirt block • Practicing on different types of spreading techniques • Practicing on different types of layout	➤ Introduction to drafting of basic block • Ladies bodice block • Sleeve block • Skirt block
12	➤ Collection of samples: Trimming material(Market survey)	➤ Trimming material • Introduction • Types • Uses
13	Revision & Internal Assessment 03days	

Note: - More emphasis to be given on video/real-life pictures during theoretical classes. Some real-life pictures/videos of related industry operations may be shown to the trainees to give a feel of Industry and their future assignment.

9.2 EMPLOYABILITY SKILLS

(DURATION: - 110 HRS.)

Block – I (Duration – 110 hrs.)	
1. English Literacy Duration: 20 Hrs. Marks : 09	
Pronunciation	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
Functional Grammar	Transformation of sentences, Voice change, Change of tense, Spellings.
Reading	Reading and understanding simple sentences about self, work and environment
Writing	Construction of simple sentences Writing simple English
Speaking / Spoken English	Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.
2. I.T. Literacy Duration: 20 Hrs. Marks : 09	
Basics of Computer	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.
Computer Operating System	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.
Word processing and Worksheet	Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.
Computer Networking and	Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet,

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Internet	Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.
3. Communication Skills Duration : 15 Hrs. Marks : 07	
Introduction to Communication Skills	Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non verbal communication -characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.
Listening Skills	Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.
Motivational Training	Characteristics Essential to Achieving Success. The Power of Positive Attitude. Self awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning.
Facing Interviews	Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview.
Behavioral Skills	Problem Solving Confidence Building Attitude
4. Entrepreneurship Skills Duration : 15 Hrs. Marks : 06	
Concept of Entrepreneurship	Entrepreneur - Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas,

Tailor (Women)

	Entrepreneurial opportunities, The process of setting up a business.
Project Preparation & Marketing analysis	Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of PLC, Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.
Institutions Support	Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.
Investment Procurement	Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.
5. Productivity Duration : 10 Hrs. Marks : 05	
Benefits	Personal / Workman - Incentive, Production linked Bonus, Improvement in living standard.
Affecting Factors	Skills, Working Aids, Automation, Environment, Motivation - How improves or slows down.
Comparison with developed countries	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
Personal Finance Management	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.
6. Occupational Safety, Health and Environment Education Duration : 15 Hrs. Marks : 06	
Safety & Health	Introduction to Occupational Safety and Health importance of safety and health at workplace.
Occupational Hazards	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.
Accident & safety	Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.
First Aid	Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person.

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Basic Provisions	Idea of basic provision legislation of India. Safety, health, welfare under legislative of India.
Ecosystem	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of Energy, re-use and recycle.
Global warming	Global warming, climate change and Ozone layer depletion.
Ground Water	Hydrological cycle, ground and surface water, Conservation and Harvesting of water.
Environment	Right attitude towards environment, Maintenance of in-house environment.
7. Labour Welfare Legislation	
Duration : 05 Hrs. Marks : 03	
Welfare Acts	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.
8. Quality Tools	
Duration : 10 Hrs. Marks : 05	
Quality Consciousness	Meaning of quality, Quality characteristic.
Quality Circles	Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.
Quality Management System	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
House Keeping	Purpose of House-keeping, Practice of good Housekeeping.
Quality Tools	Basic quality tools with a few examples.

10. DETAILS OF COMPETENCIES (ON-JOB TRAINING)

The **competencies/ specific outcomes** on completion of On-Job Training are detailed below: -

Block I:-

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Select and ascertain measuring instrument and measure dimension of components and record data.
3. Know the concept and preparation of drafting and pattern making.
4. Know the working of Industrial Model Lock Stitch sewing machine and functions of different parts.
5. Identify the basic stitching skills and making samples using all constructional skills on sewing machine.
6. Identify different types of fabrics and textures.
7. Perform trimming material and their uses.
8. Plan and organize the work related to the occupation.
9. Technical terms & working procedure of industry, taking measurements, checking the defects of fabrics and garments.
10. Drafting, Layout, Estimation, marking, cutting, stitching & Finishing of following basic garment with respect to fitting and alteration
 - Ladies shirt
 - Top
 - Tunic
 - Skirt
 - Playsuit
11. Operate following machine on different parts of a garment inline production.
 - 3 thread & 5 thread over lock machine
 - Double needle lock stitch machine
 - Flat lock stitch machine
 - Feed off the arm machine
 - Button hole and button fixing machine
 - Binding & hemming machine

Note:

1. Industry must ensure that above mentioned competencies are achieved by the trainees during their on job training.
2. In addition to above competencies/ outcomes industry may impart additional training relevant to the specific industry.

INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE

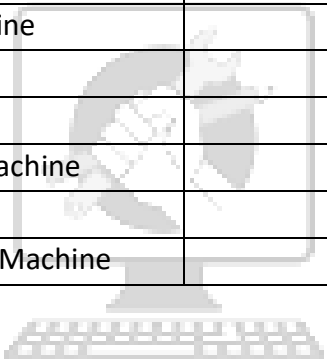
TAILOR (WOMEN)			
LIST OF TOOLS AND EQUIPMENT for Basic Training (For 20 Apprentices)			
A. TRAINEES TOOL KIT (For each additional unit trainees tool kit Sl. 1-18 is required additionally)			
Sl. no.	Name of the Tool &Equipments	Specification	Quantity
1.	Measuring Tape	150 cm	17
2.	Seam Ripper		17
3.	Thimble		17
4.	Drafting Card Scale	(set of six scales)	17
5.	Tailors Square		17
6.	French Curve Set		17
7.	Thread Cutter		17
8.	Scale Plastic	24"	17
9.	Paper Cutter		04
10.	Loop turner		17
11.	Pencil		17
12.	Eraser		17
13.	Sharpener		17
14.	Bobbin Case		17
15.	Bobbin		17
16.	Note Book		17
17.	Nose Mask		17
18.	Magnetic Tweezers		As per requirement
19.	Machine Needles		As per requirement
20.	Hand Needles		As per requirement
21.	Brown Paper		As per requirement
22.	Drafting Pins		As per requirement
23.	Tailors Chalk		As per requirement

Tailor (Women)

B : INSTRUMENTS & GENERAL SHOP OUTFIT			
24.	Pressing table		2
25.	Blanket for padding as pressing table		4
26.	Electric automatic iron		2
27.	Electric automatic steam press		2
28.	Scissor	25 cm	17
29.	Scissor	25 cm (right hand)	17
30.	Scissor	25 cm (left hand)	05
31.	Pinking shear		17
32.	Tailors square		17
33.	Leg shaper		17
34.	Garment hanger (steel/wooden)		As per requirement
35.	Drafting table		
36.	Table sharpener		01
37.	Stools with adjustable height (one for each machine) or chair with low back rest		16
38.	Pattern punch		04
39.	Pattern notcher		04
40.	Pattern hanging hook		04
41.	Dummies ladies		04
42.	Stand for hanging dresses		01
43.	Instructor table		01
44.	Instructor chair		01
45.	Steel almirah		02
46.	White board with accessories		02
47.	Display board covered with glass		04
48.	Waste bin		17
49.	Screw driver set		05
50.	Duplex board		02
51.	Pigeon hole almirah 10 lockers for trainees		02
52.	Locks for above pigeon hole		20
53.	Wall clock		As per requirement
54.	Calculator desk type		01
55.	Machine attachments		As per

Tailor (Women)

			requirement
56.	Rubber mat		As per requirement
57.	Sprayer		As per requirement
58.	Air conditioner unit 2 ton capacity with stabilizers		As per requirement
C : GENERAL MACHINERY INSTALLATIONS			
59.	Single needle lock stitch industrial model		16
60.	Over lock machine 3 thread		02
61.	Over lock machine 5 thread		01
62.	Feed off the arm machine		01
63.	Button hole machine		01
64.	Button stitch machine		01
65.	Zigzag multipurpose machine		01
66.	Eyelet Machine		01
67.	Fabric Covered Button Machine		01



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TOOLS & EQUIPMENTS FOR EMPLOYABILITY SKILLS		
Sl. No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software	10 Nos.
2.	UPS - 500VA	10 Nos.
3.	Scanner cum Printer	1 No.
4.	Computer Tables	10 Nos.
5.	Computer Chairs	20 Nos.
6.	LCD Projector	1 No.
7.	White Board 1200mm x 900mm	1 No.
<i>Note: - Above Tools & Equipments not required, if Computer LAB is available in the institute.</i>		

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FORMAT FOR INTERNAL ASSESSMENT

Name & Address of the Assessor :						Year of Enrollment :							
Name & Address of ITI (Govt./Pvt.) :						Date of Assessment :							
Name & Address of the Industry :						Assessment location: Industry / ITI							
Trade Name :			Semester:			Duration of the Trade/course:							
Learning Outcome:													
Sl. No	Maximum Marks (Total 100 Marks)	15	5	10	5	10	10	5	10	15	15	Total internal assessment Marks	Result (Y/N)
	Candidate Name	Father's/Mother's Name	Safety consciousness	Workplace hygiene	Attendance/ Punctuality	Ability to follow Manuals/ Written instructions	Application of Knowledge	Skills to handle tools & equipment	Economical use of materials	Speed in doing work	Quality in workmanship	VIVA	
1													
2													