

**CURRICULUM**

**FOR THE TRADE OF**

**TAILOR (WOMEN)**

**UNDER**

**APPRENTICESHIP TRAINING SCHEME**



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

## CONTENTS

Sl. No.	Topics	Page No.
1.	Acknowledgement	3
2.	Background 2.1 Apprenticeship Training under Apprentice Act 1961 2.2 Changes in Industrial Scenario 2.3 Reformation	4-5
3.	Rationale	6
4.	Job roles: reference NCO	7
5.	General Information	8
6.	Course structure	9
7.	Syllabus 7.1 Basic Training 7.1.1 Detail syllabus of Professional Skill & Professional Knowledge - Block – I 7.1.2 Employability Skill (General Information) 7.1.2.1 Syllabus of Employability skill - Block – I 7.2 Practical Training (On-Job Training) 7.2.1 Broad Skill Component to be covered during on-job training- Block – I	10-20
8.	Assessment Standard 8.1 Assessment Guideline 8.2 Final assessment-All India trade Test (Summative assessment)	21-23
9.	Further Learning Pathways	24
10.	Annexure-I – Tools & Equipment for Basic Training	25-27
11.	Annexure-II – Tools & Equipment for On-Job Training	28
12.	Annexure-III - Guidelines for Instructors & Paper setter	29

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## 2. 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 22<sup>nd</sup> 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.

### 3. RATIONALE

#### (Need for Apprenticeship in Tailor (Women))

1. The apprenticeship in tailoring provides learners with the practical skills and knowledge required for garment production and the luxury garment market to work as a highly skilled tailor.
2. Through this programme trainee will be able to learn garment production with key production skills and cutting practices.
3. This specialized qualification will give learners the opportunity to develop industry relevant knowledge and demonstrate high levels of speed, accuracy, precision and consistency.
4. The qualification comprises 1 mandatory unit followed by a choice of a trainee
5. Apprenticeship cultivate and nurture a technical and industrial attitude in the mind of the trainee
6. The greater degree of relevance of the training with latest advancements of the industry will enhance the employability opportunities
7. Ability to know how, Parts will be attached in a particular garment using a particular machine in a given amount of time.
8. As an apprentice trainee will gain real experience of the work place, a broader understanding of the apparel industry.
9. Able to repair or make new parts from existing garments.
10. It will enhance to attain promotion or become specialized in an area
11. Able to accurately measure the part while it is being made and when it is done to assure it is made to the specified limits of size tolerance.
12. Acquire knowledge of the properties of the material and the capabilities of the tool he will be used in stitching.
13. Able to decide how the parts of garments will be hold on the machine while it is stitching and in which order the stitching will be made.

## 4. JOB ROLES: REFERENCE NCO

### **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:

## 5. GENERAL INFORMATION

1. **Name of the Trade:**Tailor (Women)

2. **N.C.O. Code No.** : 791.20

3. **Duration of Apprenticeship Training**

**(Basic Training + Practical Training): 15 Months**

4. **Duration of Basic Training:** -

Block –I: 3 months

**Total duration of Basic Training: 3 months**

5. **Duration of Practical Training (On -job Training):** -

Block–I: 12 months

**Total duration of Practical Training: 12 months**

6. **Entry Qualification** : 8<sup>th</sup>Pass

7. **Selection of Apprentices:** The apprentices will be selected as per Apprentices Act amended time to time.

8. **Rebate for ITI passed trainees** : **Three months** in the trade of Dress Making or Sewing Technology

*Note: Industry may impart training as per above time schedule, 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 aspect is compromised and duration of industry training to be remain as 1 year.*



## 6. COURSE STRUCTURE

Training duration details: -

<b>Time (in months)</b>	<b>1-3</b>	<b>4-15</b>
<b>Basic Training</b>	<b>Block-I</b>	<b>-----</b>
<b>Practical Training (On - job training)</b>	<b>----</b>	<b>Block - I</b>

<b>Components of Training</b>	<b>Duration of Training in Months</b>														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<b>Basic Training Block - I</b>															
<b>Practical Training Block - I</b>															

**7. SYLLABUS**  
**7.1 BASIC TRAINING**  
**(BLOCK – I)**  
**DURATION: 03MONTHS**

**GENERAL INFORMATION**

- 1) **Name of the Trade** : Tailor(Women)
- 2) **Hours of Instruction** : 500Hrs.
- 3) **Batch size** : 16 Trainees
- 4) **Power Norms** : 5 KW for Workshop
- Space Norms** : 64 Sq.m. (4 Sq.m. /Trainee)
- 5) **Examination** : The internal assessment will be held on completion of the Block.
- 6) **Instructor Qualification** :

Degree in Fashion / apparel Technology from recognized university with one year post qualification experience respectively in the relevant field.

**OR**

Diploma in Garment fabricating technology / costume designing & Dress Making from recognized Board with two year post qualification experience respectively in the relevant field.

**OR**

NTC/NAC in the trade of Sewing Technology (Earlier Trade Name As Cutting & Sewing”) /Dress Making with three year post qualification experience in the relevant field.

Preference will be given to a candidate with Craft Instructor Certificate (CIC)

- 7) **Tools, Equipment & Machinery required** : - As per Annexure – I

## 7.1 DETAIL SYLLABUS OF BASIC TRAINING

### 7.1.1 DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

#### Block –I Basic Training

Week No.	Professional Skills 420Hrs.	Professional Knowledge 80Hrs
1	<ul style="list-style-type: none"> <li>➤ Familiarization with the Institute.</li> <li>➤ Safety tools and equipment.</li> <li>➤ Importance of housekeeping</li> <li>➤ Preventive measures for electrical accidents &amp; step to be taken in such accidents.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Introduction and familiarization with the institute.</li> <li>➤ Importance of safety and general precaution</li> <li>➤ Introduction with trade and its scope</li> <li>➤ Job prospects</li> <li>➤ Introduction to work ethics &amp; discipline</li> <li>➤ Ergonomics</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Identification of Tools &amp; Equipment.                             <ul style="list-style-type: none"> <li>• Cutting</li> <li>• Pressing</li> <li>• Marking</li> <li>• Drafting</li> <li>• Finishing</li> <li>• Sewing</li> <li>• Draping</li> </ul> </li> <li>➤ Sample making of basic hand stitches                             <ul style="list-style-type: none"> <li>• Temporary</li> <li>• Permanent</li> <li>• Decorative</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tools &amp; Equipment</li> <li>• Cutting tools ,Techniques&amp; Technical terms</li> <li>• Pressing tools ,Techniques&amp; Technical terms</li> <li>• Drafting tools ,Techniques&amp; Technical terms</li> <li>• Marking tools ,Techniques&amp; Technical terms</li> <li>• Finishing tools ,Techniques &amp; technical terms</li> <li>• Sewing tools, Techniques &amp; technical terms</li> <li>• Introduction to dummy, such as princess line High Point of Shoulder, Neck line, etc.</li> <li>• Introduction to basic hand stitches                             <ul style="list-style-type: none"> <li>• Temporary</li> <li>• Permanent</li> <li>• Decorative</li> </ul> </li> </ul>
3-4	<ul style="list-style-type: none"> <li>➤ Familiarization of industrial model lock stitch sewing machine.</li> <li>➤ Selection of appropriate needle and thread</li> <li>➤ Selection of right type of pressure foot and folders for different kind of zipper constructions and different kind of piping</li> </ul>	<ul style="list-style-type: none"> <li>➤ Familiarization of industrial model lock stitch sewing machine.                             <ul style="list-style-type: none"> <li>• Machine Needle &amp; Thread.</li> <li>• Parts &amp; attachments and their Functions</li> <li>• Broken needle disposable policy</li> </ul> </li> </ul>

	<p>constructions.</p> <ul style="list-style-type: none"> <li>➤ Selection of right type of machine for a particular fabric &amp; particular construction.</li> <li>➤ Selection of right type of elastic.</li> <li>➤ Understanding the fabric grain line, warp &amp; weft.</li> <li>➤ How to place pattern- on grain, off grain or Bias.</li> <li>➤ Broken needle record keeping</li> <li>➤ Practicing of stitching on sewing machine <ul style="list-style-type: none"> <li>• Bobbin winding</li> <li>• Threading</li> <li>• Straight lines</li> <li>• Curved lines</li> <li>• Triangular lines</li> </ul> </li> <li>➤ Sample of making Machine Stitches <ul style="list-style-type: none"> <li>• Seams</li> <li>• Seam Finishes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Stitch Formation</li> <li>• Care &amp; Maintenance</li> <li>• Trouble shooting</li> </ul> <ul style="list-style-type: none"> <li>➤ Introduction of machine stitches <ul style="list-style-type: none"> <li>• Seams</li> <li>• Seam Finishes</li> </ul> </li> </ul>
5	<ul style="list-style-type: none"> <li>➤ Practice on Five Thread over lock Machine <ul style="list-style-type: none"> <li>• Threading</li> <li>• Running</li> <li>• Minor adjustments</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Introduction to Five Thread Over lock Machine <ul style="list-style-type: none"> <li>• Machine Needle &amp; Thread.</li> <li>• Parts &amp; Functions</li> <li>• Stitch Formation</li> <li>• Care &amp; Maintenance</li> <li>• Trouble shooting</li> </ul> </li> </ul>
6-7	<ul style="list-style-type: none"> <li>➤ Sketching and Making Sample of stitching <ul style="list-style-type: none"> <li>• Darts</li> <li>• Tucks</li> <li>• Pleats</li> <li>• Gathers &amp; Shirring</li> <li>• Flare</li> </ul> </li> <li>➤ Making Sample of <ul style="list-style-type: none"> <li>• Hem,</li> <li>• Corners</li> <li>• Edge Finishing</li> <li>• Casing</li> <li>• Necklines</li> </ul> </li> <li>➤ Making Sample of <ul style="list-style-type: none"> <li>• Buttons</li> <li>• Buttonholes</li> <li>• Hooks &amp; Eye</li> <li>• Zipper</li> <li>• Press Studs</li> <li>• Hotfix studs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Introducing Fullness <ul style="list-style-type: none"> <li>• Darts</li> <li>• Tucks</li> <li>• Pleats</li> <li>• Gathers &amp; Shirring</li> <li>• Flare</li> </ul> </li> <li>➤ Introduction to different type of <ul style="list-style-type: none"> <li>• Hem,</li> <li>• Corners</li> <li>• Edge Finishing</li> <li>• Casing</li> <li>• Necklines</li> </ul> </li> <li>➤ Introduction to different type of fasteners <ul style="list-style-type: none"> <li>• Buttons</li> <li>• Buttonholes</li> <li>• Hooks &amp; Eye</li> <li>• Zipper</li> <li>• Press studs</li> <li>• Hotfix studs</li> </ul> </li> </ul>
8-9	<ul style="list-style-type: none"> <li>➤ Identification of fabrics and textures</li> </ul>	<ul style="list-style-type: none"> <li>➤ Brief Introduction to different type of</li> </ul>

	<ul style="list-style-type: none"> <li>• Woven fabrics</li> <li>• Knitted fabrics</li> </ul> <p>➤ Sketching and Making Sample of stitching</p> <ul style="list-style-type: none"> <li>• Sleeve</li> <li>• Collar</li> <li>• Cuffs</li> <li>• Plackets</li> <li>• Pockets</li> <li>• Smoking</li> </ul>	<p>fabrics and their properties</p> <ul style="list-style-type: none"> <li>• Woven garments</li> <li>• Knitted garments</li> </ul> <p>➤ Introduction to different type of</p> <ul style="list-style-type: none"> <li>• Sleeve</li> <li>• Collar</li> <li>• Cuffs</li> <li>• Plackets</li> <li>• Pockets</li> <li>• Smoking</li> </ul>
10	<p>➤ Practice of taking Measurements</p> <ul style="list-style-type: none"> <li>• Techniques</li> <li>• Sequence of measurements</li> </ul>	<p>➤ Human Figures</p> <ul style="list-style-type: none"> <li>• Eight Head Theory</li> <li>• Joints and Muscles</li> <li>• Types of Figures</li> </ul> <p>➤ Measurements</p> <ul style="list-style-type: none"> <li>• Techniques</li> <li>• uses</li> </ul> <p>➤ Body Measurements Importance</p> <ul style="list-style-type: none"> <li>• Types &amp; Measuring Techniques</li> <li>• Precautions</li> <li>• Measurement Charts</li> </ul>
11	<ul style="list-style-type: none"> <li>• Drafting and pattern making of</li> <li>• Ladies bodice block</li> <li>• Sleeve block</li> <li>• Skirt block</li> <li>• Practicing on different types of spreading techniques</li> <li>• Practicing on different types of layout</li> </ul>	<p>➤ Introduction to drafting of basic block</p> <ul style="list-style-type: none"> <li>• Ladies bodice block</li> <li>• Sleeve block</li> <li>• Skirt block</li> </ul>
12	<p>➤ Collection of samples: Trimming material</p> <p>(Market survey)</p>	<p>➤ Trimming material</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Types</li> <li>• Uses</li> </ul>
13	<b>Revision &amp; Internal Assessment 03days</b>	

## **7.1.2EMPLOYABILITY SKILLS**

### **GENERAL INFORMATION**

- 1) **Name of the subject** : **EMPLOYABILITY SKILLS**
- 2) **Applicability** : **ATS- Mandatory for fresher only**
- 3) **Hours of Instruction** : **110Hrs.**
- 4) **Examination** : **The examination will be held at the end of two years Training by NCVT.**
- 5) **Instructor Qualification** :

**i) MBA/BBA with two years' experience or graduate in sociology/social welfare/Economics with two years' experience and trained in Employability skill from DGET Institute.**

**And**

**Must have studied in English/Communication Skill and Basic Computer at 12<sup>th</sup> /diploma level**

**OR**

**ii) Existing Social Study Instructor duly trained in Employability Skill from DGET Institute.**

## 7.1.2.1 SYLLABUS OF EMPLOYABILITY SKILLS

### A. Block – I Basic Training

Topic No.	Topic	Duration (in hours)
	<b>English Literacy</b>	<b>15</b>
<b>1</b>	<b>Pronunciation :</b> Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
<b>2</b>	<b>Functional Grammar</b> Transformation of sentences, Voice change, Change of tense, Spellings.	
<b>3</b>	<b>Reading</b> Reading and understanding simple sentences about self, work and environment	
<b>4</b>	<b>Writing</b> Construction of simple sentences Writing simple English	
<b>5</b>	<b>Speaking/ Spoken English</b> Speaking with preparation on self, on family, on friends/ classmates, on known, 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.	
	<b>I.T. Literacy</b>	<b>15</b>
<b>1</b>	<b>Basics of Computer</b> Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
<b>2</b>	<b>Computer Operating System</b> 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.	
<b>3</b>	<b>Word processing and Worksheet</b> 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	
<b>4.</b>	<b>Computer Networking and INTERNET</b> Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), 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 cybercrimes.	
	<b>Communication Skill</b>	<b>25</b>
<b>1</b>	<b>Introduction to Communication Skills</b> Communication and its importance Principles of Effective communication Types of communication - verbal, nonverbal, written, email, talking on phone. Nonverbal communication - characteristics, components-Para-language Body - language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort. Case study/Exercise	
<b>2</b>	<b>Listening Skills</b> Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.	
<b>3</b>	<b>Motivational Training</b> 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. Case study/Exercise	
<b>4</b>	<b>Facing Interviews</b> Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview	
<b>5</b>	<b>Behavioral Skills</b> <b>Organizational Behavior</b> Problem Solving Confidence Building Attitude Decision making Case study/Exercise	
	<b>Entrepreneurship skill</b>	<b>15</b>
<b>1</b>	<b>Concept of Entrepreneurship</b> <b>Entrepreneurship-</b> 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, Entrepreneurial opportunities, and The process of setting up a business.	



2	<b>Project Preparation &amp; Marketing analysis</b> Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of Product Life Cycle (PLC), Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.	
3	<b>Institutions Support</b> 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.	
4	<b>Investment Procurement</b> Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.	
	<b>Productivity</b>	<b>10</b>
1	<b>Productivity</b> Definition, Necessity, Meaning of GDP.	
2	<b>Affecting Factors</b> Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
3	<b>Comparison with developed countries</b> 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.	
4	<b>Personal Finance Management</b> Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
	<b>Occupational Safety, Health &amp; Environment Education</b>	<b>15</b>
1	<b>Safety &amp; Health</b> Introduction to Occupational Safety and Health importance of safety and health at workplace.	
2	<b>Occupational Hazards</b> Basic Hazards, Chemical Hazards, Vibrio-acoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.	
3	<b>Accident &amp; safety</b> Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	
4	<b>First Aid</b> Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person	
5	<b>Basic Provisions</b> Idea of basic provision of safety, health, welfare under legislation of India.	
6	<b>Ecosystem</b> Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	
7	<b>Pollution</b> Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	

8	<b>Energy Conservation</b> Conservation of Energy, re-use and recycle.	
9	<b>Global warming</b> Global warming, climate change and Ozone layer depletion.	
10	<b>Ground Water</b> Hydrological cycle, ground and surface water, Conservation and Harvesting of water	
11	<b>Environment</b> Right attitude towards environment, Maintenance of in -house environment	
	<b>Labor Welfare Legislation</b>	<b>5</b>
1	<b>Welfare Acts</b> 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.	
	<b>Quality Tools</b>	<b>10</b>
1	<b>Quality Consciousness :</b> Meaning of quality, Quality Characteristic	
2	<b>Quality Circles :</b> 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.	
3	<b>Quality Management System :</b> Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
4	<b>House Keeping :</b> Purpose of Housekeeping, Practice of good Housekeeping.	
5	<b>Quality Tools</b> Basic quality tools with a few examples	

**7.2 PRACTICAL TRAINING (ON-JOB TRAINING)  
(BLOCK – I)**

**DURATION: 12MONTHS**

**GENERAL INFORMATION**

- 1) **Name of the Trade** : **Tailor (Women)**
- 2) **Duration of On-Job Training** : As per Apprentices Act amended time to time.
- 3) **Batch size** : 16 Trainees
- 4) **Examination** : I) The internal assessment will be held on completion of the block  
II) NCVT exam will be conducted at the end of Apprenticeship Training
- 5) **Instructor Qualification** :

Degree in **Fashion / apparel Technology** from recognized university with one year post qualification experience respectively in the relevant field.

**OR**

Diploma in **Garment fabricating technology / costume designing & Dress Making** from recognized Board with two year post qualification experience respectively in the relevant field.

**OR**

NTC/NAC in the trade of **Sewing Technology (Earlier Trade Name As Cutting & Sewing)** / **Dress Making** with three year post qualification experience in the relevant field.

Preference will be given to a candidate with Craft Instructor Certificate (CIC)

- 6) **Infrastructure for On-Job Training** : - As per Annexure – II

## 7.2.1 BROAD SKILL COMPONENT TO BE COVERED DURING ON-JOB TRAINING

### BLOCK – I

1. Technical terms & working procedure of industry, taking measurements, checking the defects of fabrics and garments.
2. Drafting, Layout, Estimation, marking, cutting ,stitching & Finishing of following basic garment with respect to fitting and alteration
  - Ladies shirt
  - Top
  - Tunic
  - Skirt
  - Playsuit
3. Operate following machine on different parts of a garment in line 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

## 8. ASSESSMENT STANDARD

### 8.1 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 to be given while assessing for team work, avoidance/reduction of scrape/wastage and disposal of scarp/wastage as per procedure, behavioral attitude and regularity in training.

The following marking pattern to be adopted while assessing:

**A)** Weight age in the range of 60-75% to be allotted during assessment under following performance level:

For 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.

In this work there is evidence of:

- good skill levels in the use of hand tools, machine tools and workshop equipment
- Many tolerances while undertaking different work are in line with those demanded by the component/job.
- a fairly good level of neatness and consistency in the finish
- Occasional support in completing the project/job.

**b)** Weight age in the range of above75%- 90% to be allotted during assessment under following performance level:

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.

In this work there is evidence of:

- good skill levels in the use of hand tools, machine tools and workshop equipment
- The majority of tolerances while undertaking different work are in line with those demanded by the component/job.
- a good level of neatness and consistency in the finish
- little support in completing the project/job

c) Weight age in the range of above 90% to be allotted during assessment under following performance level:

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.

In this work there is evidence of:

- high skill levels in the use of hand tools, machine tools and workshop equipment
- Tolerances while undertaking different work being substantially in line with those demanded by the component/job.
- A high level of neatness and consistency in the finish.
- minimal or no support in completing the project

## 8.2 FINAL ASSESSMENT- ALL INDIA TRADE TEST FOR APPRENTICE

SUBJECTS	Marks	Sessional Marks	Full Marks	Pass Marks	Duration of Exam.
Practical	300	100 20	400	240	08 hrs.
Trade Theory	100		120	48	3 hrs.
Employability Skill	50		50	17	2 hrs.
<b>Grand Total</b>	<b>450</b>	<b>120</b>	<b>570</b>	-	

Note: - The candidate pass in each subject conducted under all India trade test.

## 9. FURTHER LEARNING PATHWAYS

On successful completion of the course trainee can opt for-

- Following MES Course to improve their skill areas-
  1. Apparel product specialty (trouser, knits, jackets)
  2. Apparel pattern making
  3. Advance Apparel manufacturing
  4. Apparel production supervision
- Diploma course in the relevant trade  
(Lateral entry), applicable for candidates only who undergone ATS after CTS.
- CITS course in relevant trade.

### **Employment opportunities:**

On successful completion of this course, the candidates shall be gainfully Employed in the following industries:

1. Sample tailor of garment export house
2. Inline tailor in garment manufacturing Industry
3. Tailor in Boutique
4. Service industries like ordinance factories and railways
5. Self-employment



**TOOLS & EQUIPMENT FOR BASIC TRAINING****INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL  
KNOWLEDGE****TRADE: TAILOR (WOMEN)****LIST OF TOOLS & EQUIPMENTS FOR 16 APPRENTICES****A: TRAINEE TOOL KIT:-**

<b>Sl. No.</b>	<b>Name of the items</b>	<b>Quantity (indicative)</b>
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

## B: TOOLS INSTRUMENTS AND GENERAL SHOP OUTFITS

Sl. No.	Name of the items	Quantity (indicative)
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 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:-**

<b>Sl. No.</b>	<b>Name &amp; Description of Machines</b>	<b>Quantity (indicative)</b>
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

**Note:** In case of basic training setup by the industry the tools, equipment and machinery available in the industry may also be used for imparting basic training.

**INFRASTRUCTURE FOR ON-JOB TRAINING**

**TRADE: TAILOR (WOMEN)**

**For Batch of 16 APPRENTICES**

Actual training will depend on the existing facilities available in the establishments. However, the industry should ensure that the broad skills defined against On-Job Training part (i.e. 9 months) are imparted. In case of any short fall the concern industry may impart the training in cluster mode/ any other industry/ at ITI.

**GUIDELINES FOR INSTRUCTORS AND PAPER SETTERS**

1. Due care to be taken for proper & inclusive delivery among the batch. Some of the following some method of delivery may be adopted:

- A) LECTURE
- B) LESSON
- C) DEMONSTRATION
- D) PRACTICE
- E) GROUP DISCUSSION
- F) DISCUSSION WITH PEER GROUP
- G) PROJECT WORK
- H) INDUSTRIAL VISIT

2. Maximum utilization of latest form of training viz., audio visual aids, integration of IT, etc. may be adopted.

3. The total hours to be devoted against each topic may be decided with due diligence to safety & with prioritizing transfer of required skills.