

Model Curriculum

Packer

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING
SUB-SECTOR: APPAREL, / MADE-UP'S / HOME FURNISHING
OCCUPATION: Quality Control
REF ID: PWD/AMH/Q1407, V1.0
NSQF LEVEL: 3

Curriculum Aligned

for

Persons with Locomotor Disability

E001



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

SKILL COUNCIL FOR PERSONS WITH DISABILITY (SCPwD)

for

MODEL CURRICULUM – ALIGNED FOR PERSONS WITH DISABILITY

Complying to National Occupational Standards of Job Role/ Qualification Pack:

'Packer' QP No. 'PWD/AMH/Q1407 NSQF Level 3'

Expository Code: **Locomotor Disability (E001, Version 1.0)**

Date of Issuance: July 16, 2019
Valid up to*: July 16, 2021

**Valid up to the next review date of the Qualification Pack or the
'Valid up to' date mentioned above, whichever is earlier*


Authorized Signatory
(Skill Council for Persons with Disability)

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Packer

CURRICULUM / SYLLABUS

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

Program Name	Packer		
Qualification Pack Name & Reference ID.	Packer; PWD/AMH/Q1407		
Version No.	1.0	Version Update Date	16-07-2019
Pre-requisites to Training	Preferably Class VIII		
Training Outcomes	<ul style="list-style-type: none"> • Plan and organize packaging processes • Carry out the process of packaging • Maintain health, safety and security in the packaging department • Maintain work area, tools and machines • Comply with industry, regulatory and organizational requirements 		

This course encompasses 5 out of 5 NOS of “Packer” 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 Locomotor Disability.

Sr. No	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Importance of Packing in Apparel Industry Understand the Job Responsibilities of a Packer 	Black/white board, marker/chalk, duster	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> Computer Sticky Keys Foot Pedals Access Switches Wheel Chair Walker One-Handed Keyboard Pencil Gripper Automatic Page Turner Grab Bars Speech to Text software
2	<p>Plan and Organize packing processes)</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code AMH/N1407</p>	<ul style="list-style-type: none"> Understand technical terms and tools associate with different types of processes Identify and understand the material required for packing Understand different methods of packing Identify and use correct cartons for packing goods Read job card to understand packing mode and styles as per product category/ class/customer instructions Identify components of tasks required to do the packing Identify and arrange materials and accessories required to do the task of packing 	Tech Pack, Spec Sheet, Record Maintenance, Sheet, Boxes for Storage Tags, Tag Pins Tagging Gun, Packing Trims with Accessories, Dustbin Boxes, Pouches Labels and Stickers Stapler, Staple Pins Files, Folders Push Pins, Paper Cutter, Glue Stick Cello Tape, White Board Marker / Chalk Magnetic White, Board Eraser, Buyer	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> Computer Sticky Keys Foot Pedals Access Switches Wheel Chair Walker One-Handed Keyboard Pencil Gripper Automatic Page Turner Grab Bars Speech to Text software

Sr. No	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
		<ul style="list-style-type: none"> Develop checklist for different tasks within specified area of packing 	Requirement Sheet Cartons, Polybags Reporting Formats Job Card, Stool For Trainees, Measuring Tape, Packing Table Students Chairs With Table Arms, Trainers Table, Trainers Chair Student Manual Basic Stationary White Board/ Black Board, Fire, Extinguisher First Aid Box Dexterity Test Kit Calculator, Garments Made Ups And Home Furnishing Articles	The equipment used should be provided at an accessible height considering the comfort of the Person with Locomotor Disability.
3	Carry out the process of packing Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code AMH/N1408	<ul style="list-style-type: none"> Pack materials as per job card details Follow supervisor instructions for packing Follow checklist defined for packing Segregate and quarantine damage/defective goods/pieces Rectify/correct repairable faults like crease removal, stain removals etc. Identify different defects in garments Rectify defects in garments before packing Understand and identify labels 	Same as above	Any of the following tools may be used: <ul style="list-style-type: none"> Computer Sticky Keys Foot Pedals Access Switches Wheel Chair Walker One-Handed Keyboard Pencil Gripper Automatic Page Turner Grab Bars Speech to Text software

Sr. No	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
		<ul style="list-style-type: none"> • Use labels appropriately • Familiarize with packing list • Use packing list appropriately • Understand weighing of packed goods • Weigh goods correctly • Prepare for shipment of products 		
4	<p>Maintain Health, Safety and Security at Workplace</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code AMH/1409</p>	<ul style="list-style-type: none"> • Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, stain removers, stationery items etc. • Ensure handling of tools and equipment like scissors, cutters, etc. safely and securely • Maintain the workplace and work processes for potential risks and threats like fire, physical injuries, etc. • Participate in mock-drills/evacuation procedures organized at the workplace • Undertake first-aid, fire-fighting, CPR and emergency response training 	Student's Chair with Table and Arm, health and safety measures and tools	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> • Computer • Sticky Keys • Foot Pedals • Access Switches • Wheel Chair • Walker • One-Handed Keyboard • Pencil Gripper • Automatic Page Turner • Grab Bars • Speech to Text software <p>The work desk should be at an accessible height according to the person with Locomotor Disability.</p>
5	<p>Maintain work area, tools and machines</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration</p>	<ul style="list-style-type: none"> • Maintain tools and equipment and handle them safely • Use materials to minimize waste • Carryout running maintenance within agreed schedules • Carry out maintenance and/or cleaning within one's responsibility make sure that the correct machine guards are in place 	Boxes for storage Measurement Sheet/ Size Chart, Tags, Tag pins, Tagging Gun, Packing Trims And accessories, scissors, Dustbin	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> • Computer • Sticky Keys • Foot Pedals • Access Switches • Wheel Chair • Walker

Sr. No	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
	(hh:mm) 15:00 Corresponding NOS Code AMH/N0102	<ul style="list-style-type: none"> Work in a comfortable position with the correct posture Use cleaning equipment and methods appropriate for the work to be carried out Dispose of waste safely in the designated location Store cleaning equipment safely after use Carryout cleaning according to schedules and limits of responsibility 		<ul style="list-style-type: none"> One-Handed Keyboard Pencil Gripper Automatic Page Turner Grab Bars Speech to Text software <p>Ensure that there is more participation in mock drills that are carried out for the safety of Persons with Locomotor Disability.</p>
6	Comply with Industry, Regulatory and Organizational Requirements Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 12:00 Corresponding NOS Code AMH/N0104	<ul style="list-style-type: none"> Carryout work functions in accordance with legislation and regulations, organizational guidelines and procedures Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel Apply and follow these policies and procedures within your work practices Provide support to your supervisor and team members in enforcing these considerations Identify and report any possible deviation to these requirement 	Notes and documents related to industry standards	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> Computer Sticky Keys Foot Pedals Access Switches Wheel Chair Walker One-Handed Keyboard Pencil Gripper Automatic Page Turner Grab Bars Speech to Text software
7	Soft Skills Theory Duration (hh:mm) 03:00	<ul style="list-style-type: none"> Understand importance of effective communication Communicate effectively with others Identify and follow personal grooming and hygiene 	Documents related to soft skills, Computer, projector, whiteboard, marker	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> Computer Sticky Keys Foot Pedals Access Switches

Sr. No	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
	<p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Follow organization procedures and maintain personal health and hygiene and avoid habits like ghutka, tobacco etc. Interact effectively in a group Manage time effectively Understand importance of resume and prepare your resume Prepare for interviews 		<ul style="list-style-type: none"> Wheel Chair Walker One-Handed Keyboard Pencil Gripper Automatic Page Turner Grab Bars Speech to Text software
8	<p>First aid and CPR</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Identify methods of first aid Undertake basic first aid, Undertake basic CPR 	First Aid Kit, CPR mannequin	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> Computer Sticky Keys Foot Pedals Access Switches Wheel Chair Walker One-Handed Keyboard Pencil Gripper Automatic Page Turner Grab Bars Speech to Text software
	<p>Total Duration 180 hrs.</p> <p>Theory Duration 60 hrs.</p> <p>Practical Duration 120 hrs.</p>	<p>Unique Equipment Required</p> <ul style="list-style-type: none"> Packing trims and accessories 		

Grand Total Course Duration: **180 Hours**

This syllabus/ curriculum has been approved by [APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR SKILL COUNCIL](#)

Trainer Prerequisites for Job role: “Packer” mapped to Qualification Pack “PWD/AMH/Q1407, Version 1.0”

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “PWD/AMH/Q1407”
2	Personal Attributes	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however, this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	ITI/Diploma/AMT, NIFT, or any other polytechnic/institute in the core subject
4a	Domain Certification	Certified for Job Role: “Packer” mapped to QP: “AMH/Q1407”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601” with scoring of minimum 80%.
4c	Disability Specific Top Up Module	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	Experience	<p>The candidate should have a minimum of 3 years of industrial experience in the same job role. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene</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>

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Packer

Qualification Pack: PWD/AMH/Q1407

Expository: Locomotor Disability (E001)

Sector Skill Council: Apparel, Made-up's and Home Furnishing

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions approved by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate in a QP
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N1407 (Plan and organize packing processes)	PC1. Read job card to understand packing mode and styles as per product category/class/customer instructions	60	16	8	7	1
	PC2. Identify components of tasks required to do the packing		14	5	8	1
	PC3. Identify and arrange materials and accessories required to do the task of packing		15	4	10	1
	PC4. Develop checklist for different tasks within specified area of packing		15	5	9	1
			60	22	34	4
2. AMH/N1408 (Carry out the process of packing)	PC1. Pack materials as per job card details	85	22	6	15	1
	PC2. Follow supervisor instructions for packing		14	4	9	1
	PC3. Follow checklist defined for packing		14	4	9	1
	PC4. Segregate and quarantine damage/defective goods/pieces		15	4	10	1

	PC5. Rectify/correct repairable faults like crease removal, stain removals etc.		20	5	14	1
			85	23	57	5
3. AMH/N1409 (Maintain health, safety and security in the packing department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, stain removers, stationery items etc.	30	6	2.5	3	0.5
	PC2. Ensure handling of tools and equipments like scissors, cutters, etc. safely and securely		5	2	2	1
	PC3. Monitor the workplace and work processes for potential risks and threats		7	2.5	3	1.5
	PC4. Participate in mock- drills/evacuation procedures organized at the workplace		6	2	3	1
	PC5. Undertake first-aid, fire- fighting and emergency response training if asked to do so		6	2	3	1
			30	11	14	5
4. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	0	2	1
	PC2. Use correct lifting and handling procedures		3	1	2	0
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	1	2	0
	PC5. Maintain tools and equipments		2	0	2	0
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		2	0	2	0
	PC8. Report unsafe equipment and other dangerous occurrences		3	2	1	0
	PC9. Ensure that the correct machine guards are in place		3	0	2	1

	PC10. Work in a comfortable position with the correct posture		2	0	2	0
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	2	1
	PC12. Dispose of waste safely in the designated location		2	0	2	0
	PC13. Store cleaning equipment safely after use		2	0	2	0
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1
			40	8	26	6
5. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	35	7	2	4	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	2	3	1
	PC3. Apply and follow these policies and procedures within your work practices		7	2	4	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	2	4	1
	PC5. Identify and report any possible deviation to these requirements		8	3	4	1
	Total Marks			35	11	19
		250	250	75	150	25

Accommodation Guideline recommended for Inclusive Trainers

Persons with Locomotor Disability

Characteristics

Students with physical disabilities may experience limitations in one of the following ways:

- 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. Provide a supportive and welcoming environment by sensitizing other students /staff for creating a sense of responsibility in them.
2. Make the classroom accessible.
3. Sitting plan should include accommodating a Person using Wheelchair in the front row
4. Provide accessible seating arrangement. The height of the table should be accessible for Persons using wheelchair.
5. Make writers available for written work and for tests and exams if the candidate has difficulty in writing owing to upper limb dysfunction.
6. Give additional time for completing assignments/exams
7. Consider alternative to activities involving writing, drawing and other fine motor activities, such as sorting, threading, solving puzzles, etc. for persons whose upper limbs are affected
8. Free movement of learners within the class must be ensured by keeping the classroom environment clutter free. There should be accessible walking space for safe walking with no protruding objects or obstacles in the classroom/laboratory or corridors.
9. Students can use adapted brushes, modified pencils and thick markers that can be gripped easily, for drawing. Alternatively, the candidates 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.
10. 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