

**Curriculum
For
Certificate in Apparel Supervisor
(Certificate Level - 6 months)
Code:VF51S018
(2013)**

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Name of the Course

- Apparel Supervisor

Overall objective of the Course

The objectives of this course are to:

- Acquire the operating skill and knowledge of Stitching Machine for industrial stitching along with minor maintenance of machine.
- Qualitative production of the garments.
- Produce skilled supervisor for garment Industry in the field of garment manufacturing.
- Improve the level of skill of supervisory staff in industry and increase the economic potential of the country.
- Provide industry with workers whose scope with job knowledge and skills are identified.
- Assist in human resources development by providing precise and assessed country's skilled manpower quantitatively as well as qualitatively.
- Provide technical and vocational training which reflects the requirements of industry.

Competencies gained after completion of the course

At the end of the course, the trainee must be able to attain the following competencies.

- Operate single needle lock stitch sewing machine
- Operate over lock and flat lock machine
- Operate button attaching machine
- Operate Feed-of-the-arm and Kansai machine
- Operate Bar tack and button hole Machine
- Learn qualities required for a supervisor
- Maintain discipline in production area

- Supervise cutting
- Monitor Manufacturing activities
- Supervise finishing and pressing of garments
- Supervise and monitor quality of product
- Monitor Packing
- Develop professionalism
- Observe occupational health and safety practices
- Communicate with co-workers effectively
- Work in a team
- Manage Time

Knowledge Proficiency Details

On successful completion of course, the trainees must have acquired the following knowledge & skills:

- Functions and uses of various machines
- Accessories of various machines and their functions
- Accessories and raw material uses for garment
- Garment production flow
- Cutting of Garment
- Handle garments manufacturing
- Garment finishing and pressing along with folding
- Garment packing
- Quality control

Job Opportunities available immediately and in future

After completion of the training, candidates can find the employment opportunities in the following disciplines.

- Cottage Industry
- Self employment
- Garment Factories

Trainee Entry Level

- Matriculation/F.A

Minimum qualification of trainer

- Diploma in garment manufacturing
- 3- Years Industrial cum Teaching Experience in Apparel supervisory.

OR

- B.Sc. Textile Engineering (Garments) 2- Year Industrial cum Teaching Experience

Medium of Instruction

- Urdu and English

Timeframe of assessment

- Duration of Course Six Months
- Total Hours 800 hrs
- Training Hours 755 hrs
- Module Test 35 hrs
- Final Test 10 hrs
- Per Week Hours 30 hrs
- Per Day Hours 05 hrs (6 days a week)

Overview about the program – Curriculum for Apparel supervisor

Module Title & Aim	Learning units	Theory hours	Workplace Hours	Total Hours
<p>Module 1: Operate Single Needle lock stitch sewing machine</p> <p>Aim This module develops competency to understand the working of single needle lock stitch machine and technical knowhow of operations.</p>	<p>LU1. keep the work place clean and organized</p> <p>LU2. keep all safety devices (needle/eye guard, finger guard, and belt cover) in place</p> <p>LU3. keep the machine operational with all the accessories and component parts in place</p> <p>LU4 .set up machine threading according to the manufacturer's threading diagram</p> <p>LU5. Adjust bobbin and thread tensions</p> <p>LU6. Operate the sewing machine to sew the garment parts</p> <p>LU7. Document work done accurately and as required</p>	6	50	56
<p>Module 2: Operate over-lock and flat lock machine</p> <p>Aim This module develops competency to get</p>	<p>LU1. Keep the work place clean and organized.</p> <p>LU2. Keep all safety devices (needle/eye guard, finger guard, and belt cover) in place</p> <p>LU3. Keep the over lock machine operational</p> <p>LU4. Set up over lock / flat lock machine threading according to the manufacturer's threading diagram</p> <p>LU5. Use three and four thread over-lock machines on knit fabric as required</p>	6	30	36

acquaintance and understanding of over-lock and flat lock machines.	LU6. Use five thread over-lock machines on woven fabric LU7. Document work done accurately and as required LU8. Produce evenly spaced lines of stitching on either side of a seam LU9. Hem garments (sleeves, bottoms) without excessive raw edges			
Module 3 : Operate Button attach Machine Aim this module develops competency to get the knowledge of operating of button attach machine	LU1. keep the work place clean and organized LU2. keep all safety devices in place LU3. keep the button attaching machine operational LU4. Adjust machine to hole and four hole buttons LU5. Adjust machine for different sizes of button LU6. Attach button where required LU7. Perform minor machine maintenance LU8. Document work done accurately and as required	5	35	40
Module 4 :Operate Feed of arm and Kansai Machine Aim this module develops competency to operate	LU1. keep the work place clean and organized LU2. keep all safety devices in place LU3. keep the feed-of-the-arm machine operational	6	30	36

and understanding of technical knowhow of the machines	LU4. Handle fabric in the folder to produce clean secure felled seams LU5. Attach tape using the folder LU6. Adjustment on machines LU7. Sew felled seams within allowed sewing margins LU8. Document work done accurately and as required LU9. Attach Waist Belt			
Module 5 : Operate Bar tack and button hole machine Aim This module develops competency to get acquaintance with machines and technical knowhow of operations of bar tack and button hole.	LU1. keep the work place clean and organized LU2. keep all safety devices in place E3. keep the machines operational LU4. Set up machine threading according to the manufacturer's threading diagram LU5. Sew bar tacks to the required quality, where required on the garments LU6. Adjust bobbin thread tension to remove insecure stitch LU7. Document work done accurately and as required LU9. Adjust machines with all attachments and accessories LU10. Use appropriate size of knife for the desired size of button hole LU11. Document work done accurately and as required	4	40	44

<p>Module 6 : Learn qualities required for supervisor</p> <p>Aim This module develops competency to be a good team leader and get work from workers.</p>	<p>LU 1. Confident, self assured, positive</p> <p>LU2. Invention, creative</p> <p>LU3. Gaining agreement and commitment</p> <p>LU.4 Establishing facts</p> <p>LU5. Removal of personal issues</p> <p>LU6. Listening power</p> <p>LU7. Establishing reports</p>	5	30	35
<p>Module 7 : maintain discipline in production area</p> <p>Aim:- This module develops competency to get acquaintance and discipline in the department.</p>	<p>LU1. Reach in factory before time</p> <p>LU2. Maintain the cleanliness in the area</p> <p>LU3. Check the attendance</p> <p>LU4. Example for workers</p> <p>LU5. Clear instruction of work</p> <p>LU6. Check the machine and worker</p>	6	30	36

<p>Module 8 : Supervise cutting</p> <p>Aim This module develops competency to get acquaintance and understanding of cutting and technical knowledge of cutting.</p>	<p>LU1. Cutting plan as per customer orders and size wise</p> <p>LU2. Arrange fabric from store</p> <p>LU3. Arrange pattern from GGT dept</p> <p>LU4. Layer as per plan</p> <p>LU5. Cutting as per pattern</p> <p>LU6. Numbering and bundling</p> <p>LU7. Issuance of raw cutting to stitching</p> <p>LU8. Develop reports</p> <p>LU9. Consumption control</p> <p>LU10. Balance fabric to store</p> <p>LU11. Develop Monthly reports</p>	16	50	66
<p>Module 9 : Monitor manufacturing activities</p> <p>Aim This module develops competency to get acquaintance with the</p>	<p>LU1. Arrangement of approved sample</p> <p>LU2. Arrangement of trim card</p> <p>LU3. Arrangement of accessories</p> <p>LU4. Arrangement of raw cutting from cutting</p> <p>LU5. Teach each worker each operation</p> <p>LU6. Instruct to Set the machine layout as per garment operation</p> <p>LU7. Balance of line</p>	16	86	102

<p>manufacturing process of garment and understanding of technical garment knowledge.</p>	<p>LU8. Check each operation as per approved sample</p> <p>LU9. Set the target of each operation</p> <p>LU10. Achieve the target</p> <p>LU11. Help the worker if required</p> <p>LU12. Motivate the morale of workers</p> <p>LU13. Work load to all worker</p> <p>LU14. Manage alteration if required</p> <p>LU15. Measurement specs of garments as per customer requirements</p> <p>LU16. Colour combination of garments</p> <p>LU17. Establishing report</p>			
<p>Module 10 Supervise finishing and pressing of garments</p> <p>Aim This module develops competency to get acquaintance with finishing and pressing processes.</p>	<p>LU1. Teach the worker for the trimming of excess thread</p> <p>LU2. Button attaching</p> <p>LU3. Label attaching</p> <p>LU4. Instruct eyelet / button hole</p> <p>LU5. Manage alteration of the garment</p> <p>LU6. Manage pressing and folding</p>	10	80	90

<p>Module 11 : Supervise and monitor quality of Product</p> <p>Aim This module develops competency to get acquaintance with the quality of product</p>	<p>LU1. Set the gauge at the machine for proper allowance</p> <p>LU2. Check each and every operation</p> <p>LU3. SPI setting as per customer requirements</p> <p>LU4. Measurement on each operation</p> <p>LU5. Manage to avoid colour shading</p> <p>LU6. Supervise and coordinate inspection</p> <p>LU7. QC passed sticker to attach</p>	10	70	80
<p>Module 12 : Monitor packing</p> <p>Aim This module develops competency to get acquaintance and understanding of packing processes</p>	<p>LU1. Size wise sorting of garment</p> <p>LU2. Tag card attaching</p> <p>LU3. Bar code attaching</p> <p>LU4. Ratio / solid packing as per customer requirement</p> <p>LU5. Packing list hand over to merchandiser</p>	10	60	70
<p>Module 13 : Professionalism development</p> <p>Aim This module develops competency to get acquaintance with professional approach</p>	<p>LU1 Participate in Training</p> <p>LU2 Interact with colleagues</p> <p>LU3 Consult with experts</p> <p>LU4 Participate in skill test/ competition</p>	4	10	14

<p>Module 14 : Observe Occupational health and safety</p> <p>Aim This module develops competency to get acquaintance and understanding of health and safety</p>	<p>LU1. Observe health, safety and security related procedures</p> <p>LU2. Follow workplace health safety and security requirements</p> <p>LU3. Follow of planning , organizing and safe work techniques</p> <p>LU4. Deal with hazardous or emergency situations</p>	5	10	15
<p>Module 15 : Communicate with co workers effectively</p> <p>Aim This module develops competency to get acquaintance and understanding of communication with co-workers.</p>	<p>LU1 Adopt effective Communication and behaviour with co-workers</p> <p>LU2 Interpret work related instructions correctly</p> <p>LU3. Produce reports and prepare work related documents in a proper form</p>	5	10	15

Module 16 : Work in a team Aim This module develops competency to get acquaintance and working in a team.	LU1 Perform duties and responsibilities in a positive manner LU2 Seek assistance from co-workers when difficulties arise LU3 Respect difference in personal beliefs LU4. Contribute to group work activities LU5. Share information related to group members LU6. Provide support to achieve organizational goals	5	5	10
Module 17: Manage time AIM This module develop competency o be able to manage time effectively	LU-1 Manage time to complete the assigned work within the stipulated time frame LU-2 Manage work load as required by the management LU-3 Prioritize tasks in accordance with the importance of the tasks LU-4 Meet the specified deadlines LU-5 Handle the co-workers using effective time management	5	5	10
Project		5	5	10
Assessment		35		
Total Hours		129	636	800

Apparel Supervisor Curriculum Contents

Module 1 Title: Operate single needle lock stitch sewing machine

Objective of the Module: This module develops competency to understand the working of single needle lock stitch machine and technical knowhow of operations.

Duration: 56 hours

Theory: 6 hours

Practice: 50 hours

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU-1 Keep the work place clean and organized	<p>Understand the importance and benefits of clean and organized work environment for smooth operations.</p> <p>Able to clean and organize the working environment as per the required task to be completed</p>	<p>Knowledge of the importance of clean working environment and organizing the task for smooth production.</p> <p>Ability to clean and organize the work environment to avoid any hazardous incident</p>	8 hours	<ul style="list-style-type: none"> • Workstation • Cleaning material 	Workshop / workplace
LU-2 Keep all safety devices in place	<p>Understand the importance of safety on workstation and usage of the safety devices to avoid any hazardous</p>	<p>Knowledge of the importance of the safety devices and their usage while working on a machine.</p> <p>Ability to keep</p>	8 hours	<ul style="list-style-type: none"> • Single needle lock stitch machine • Safety devices i.e. needle/eye guard, figure guard, belt cover etc • Needed tools 	Workshop / workplace

	<p>incident.</p> <p>Able to keep and use of the safety devices i.e. needle/eye guard, belt cover etc</p>	<p>and adjust the safety devices on machine i.e. needle/eye guard, belt cover etc</p>			
<p>LU-3 Keep the machine operational with all the accessories and components parts in place</p>	<p>Understand the general/minor maintenance of machine i.e. oiling, needle replacement etc</p> <p>Able for general machine maintenance and keeping accessories and machine parts well in place for smooth production</p>	<p>Knowledge of the importance of keeping the machine operational, general/minor maintenance i.e. oiling, needle replacement etc</p> <p>Ability to keep the machine operational by doing general/minor maintenance</p>	<p>8 hours</p>	<ul style="list-style-type: none"> • Single needle lockstitch machine • Needed tools(Screw driver) • Oil • Needles 	<p>Workshop /workplace</p>
<p>LU-4 Set up machine threading according to the manufacturer's threading diagram</p>	<p>Understand the different thread types and threading technique from bobbin to needle as per the manufacturer's threading diagram</p>	<p>Knowledge of different types of thread, threading technique, setting of thread tension, as per the manufacturers threading diagram.</p>		<ul style="list-style-type: none"> • Single needle lock stitch machine <ul style="list-style-type: none"> • Different types of threads • Manufacturer's threading diagram 	

	Able to set up the thread in machine at required thread tension to start the production	Ability to set up machine threading by adjusting the thread tension.	8 hours		Workshop/workplace
LU-5 Adjust bobbin and thread tensions	<p>Understand the function of bobbin, its placement and adjustment of the thread tension as per the requirement</p> <p>Able to fill the bobbin with thread, its placement adjustment of the thread tension as per the production requirement</p>	<p>Knowledge of the function of the bobbin, its placement and adjustment of the thread tension as per the requirement.</p> <p>Ability to adjustment of the bobbin and thread tension accordingly.</p>	8 hours	<ul style="list-style-type: none"> • Single needle lock stitch machine • Thread 	Workshop/workplace
LU-6 Operate the sewing machine to sew the garment parts	<p>Understand the on/off button of machine and how the operate the machine to stitch the garments panels.</p> <p>Able to adjust operate the machine to sew the garment panel in the production process.</p>	<p>Knowledge of the on/off button and how to operate the machine for sewing of the garments parts.</p> <p>Ability to operate sewing machine to sew the garment parts in the production process</p>	8 hours	<ul style="list-style-type: none"> • Single needle lock stitch machine • Thread • Garment panel 	Workshop/workplace

<p>LU-7 Document work done accurately and as required</p>	<p>Understand the importance of recording the information for smooth production outputs</p> <p>Able to record information e.g. panel detail, operator name, machine number, date , shift (A or B), on manual register</p>	<p>Knowledge of recoding of production update</p> <p>Ability to record production information i.e. garment panel detail, operator name, machine number etc</p>	<p>8 hours</p>	<ul style="list-style-type: none"> • Record register 	<p>Workshop/workplace</p>
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Module 2 Title: Operate over lock and flat lock machines

Objective of the Module: This module develops competency to get acquaintance and understanding of over-lock and flat lock machines.

Duration: 36 hours

Theory: 6 hours

Practice: 36 hours

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU-1 Keep the work place clean and organized	<p>Understand the importance and benefits of clean and organized work environment for smooth operations.</p> <p>Able to clean and organize the working environment as per the required task to be completed</p>	<p>Knowledge of the importance of clean working environment and organizing the task for smooth production.</p> <p>Ability to clean and organize the work environment to avoid any hazardous incident</p>	4 hours	<ul style="list-style-type: none">• Workstation• Cleaning material	Workshop/workplace
LU-2 Keep all safety devices in place	<p>Understand the importance of safety on workstation and usage of the safety devices to avoid any hazardous incident.</p> <p>Able to keep and use of the safety devices i.e. needle/eye guard, belt cover etc</p>	<p>Knowledge of the importance of the safety devices and their usage while working on a machine.</p> <p>Ability to keep and adjust the safety devices on machine i.e. needle/eye guard, belt cover etc</p>	4 hours	<ul style="list-style-type: none">• Over lock machine• Safety devices i.e. needle/eye guard, figure guard, belt cover etc• Needed tools• Flat lock stitch machine	Workshop/workplace

LU-3 Keep the over lock machine operational	<p>Understand the general/minor maintenance of machine i.e. oiling, needle, cutter adjustment etc</p> <p>Able for general machine maintenance and keeping accessories and machine parts well in place for smooth production</p>	<p>Knowledge of the importance of keeping the machine operational, general/minor maintenance i.e. oiling, needle replacement, cutter adjustment.</p> <p>Ability to keep the machine operational by doing general/minor maintenance and keeping accessories and machine parts well in place</p>	4 hours	<ul style="list-style-type: none"> • Over lock machine • Needed tools • Oil • Needles (alky, screw driver) 	Workshop/workplace
LU-4 Set up over lock / flat lock machines threading according to the manufacturer's threading diagram	<p>Understand the different thread types and threading technique as per the manufacturer's threading diagram</p> <p>Able to set up the thread in machine at required thread tension to start the production</p>	<p>Knowledge of different types of thread, threading technique, setting of thread tension, as per the manufacturers threading diagram.</p> <p>Ability to set up machine threading by adjusting the thread tension.</p>	4 hours	<ul style="list-style-type: none"> • Over lock machine • Different types of threads • Manufacturer's threading diagram 	Workshop/workplace

LU-5 Use three and four thread over-lock machines on knit fabric as required	<p>Understand the three and four thread machine operations for sewing of side seams, arm hole and shoulder operations in knitted garments.</p> <p>Able to sew the knitted garments by using three thread and four thread over-lock machine for production</p>	<p>Knowledge of the three and four threads operations of safety over lock machines for sewing of the side seam, arm hole attachment and shoulders of a knitted garment</p> <p>Ability to use three threads and four threads over lock machine on knitted fabric.</p>	4 hours	<ul style="list-style-type: none"> • Over lock machine • Different types of thread • knit fabric garment panel 	Workshop/workplace
LU-6 Use five thread over-lock machines on woven fabric	<p>Understand the five thread operation of over lock for sewing of the woven fabric.</p> <p>Able to use five thread over lock machine for sewing of the woven fabric</p>	<p>Knowledge of five threads operation of over lock for sewing of the woven fabric.</p> <p>Ability to operate five thread over lock machine for sewing of the woven fabric.</p>	4 hours	<ul style="list-style-type: none"> • Over lock machine • Different types of thread • woven fabric garment panel 	Workshop/workplace
LU-7 Document work done accurately and as required	<p>Understand the importance of recording the information for smooth production outputs</p> <p>Able to record</p>	<p>Knowledge of recoding of production update</p> <p>Ability to record production</p>	4 hours	<ul style="list-style-type: none"> • Record register 	Workshop/workplace

	information e.g. panel detail, operator name, machine number, date , shift (A or B), on manual register	information i.e. garment panel detail, operator name, machine number etc			
LU8. Produce evenly spaced lines of stitching on either side of a seam	Understand the spaces lines of stitching on either sides of seams Able to understand the seam evenly seam lines	Knowledge of the operations of flat lock machines for sewing of the seam, penal attachment and of a knitted garment Ability to use flat over lock / flat lock machine on knitted fabric.	4 hours	<ul style="list-style-type: none"> • Over lock machine • Different types of thread • woven fabric garment panel 	Workshop/workplace
LU9. Hem garments without excessive raw edges	Understand the operations of hem on sleeves and bottom on excessive raw edges. Able to operate the flat lock machine	Knowledge of the operations of flat lock machines for sewing of the seam, penal attachment and of a knitted garment Ability to use flat over lock / flat lock machine on knitted fabric.	4 hours	<ul style="list-style-type: none"> • Over lock machine • Different types of threads • Manufacturer's threading diagram 	Workshop/workplace

Module 3 Title: Operate button attaching machine**Objective of the Module: To get the knowledge of operating button attaching machine****Duration: 40 hours****Theory: 5 hours****Practice: 35 hours**

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU-1 Keep the work place clean and organized	<p>Understand the importance and benefits of clean and organized work environment for smooth operations.</p> <p>Able to clean and organize the working environment as per the required task to be completed</p>	<p>Knowledge of the importance of clean working environment and organizing the task for smooth production.</p> <p>Ability to clean and organize the work environment to avoid any hazardous incident</p>	5 hours	<ul style="list-style-type: none">• Workstation• Cleaning material	Workshop/workplace
LU-2 Keep all safety devices in place	<p>Understand the importance of safety on workstation and usage of the safety devices to avoid any hazardous incident.</p> <p>Able to keep and use of the safety devices i.e. needle/eye guard, belt cover etc</p>	<p>Knowledge of the importance of the safety devices and their usage while working on a machine.</p> <p>Ability to keep and adjust the safety devices on machine i.e. needle/eye guard, belt cover etc</p>	5 hours	<ul style="list-style-type: none">• Button attaching machine• Safety devices i.e. needle/eye guard, figure guard, belt cover etc• Needed tools	Workshop/workplace

LU-3 Keep the button attaching machine operational	<p>Understand the general/minor maintenance of machine i.e. oiling, needle replacement</p> <p>Able for general machine maintenance for smooth production</p>	<p>Knowledge of the importance of keeping the machine operational, general/minor maintenance i.e. oiling, needle replacement etc.</p> <p>Ability to keep the machine operational by doing general/minor maintenance</p>	5 hours	<ul style="list-style-type: none"> • Button hole machine • Safety devices i.e. needle/eye guard, figure guard, belt cover etc • Needed tools (alky) 	Workshop/workplace
LU-4 Adjust machine to hole and four hole buttons	<p>Understand the adjustment of machine to hole and four hole of buttons e.g. thread tension</p> <p>Able to adjust machine to hole and four hole buttons</p>	<p>Demonstrate the adjustment of machine for hole and four hole of buttons e.g. thread tension</p> <p>Ability to adjust machine to hole and four hole buttons</p>	5 hours	<ul style="list-style-type: none"> • Button attach machine • Different types of threads • Manufacturer's threading diagram 	Workshop/workplace
LU-5 Adjust machine for different sizes of button	<p>Understand the adjustment of gauge clutch for different sizes of the button</p> <p>Recognize different sizes of buttons and adjustment of</p>	<p>Knowledge of adjustment of gauge clutch for different sizes of the button</p> <p>Ability to recognize differ</p>	5 hours	<ul style="list-style-type: none"> • Button attach machine • Different sizes of buttons 	Workshop/workplace

	machine accordingly	sizes of buttons and adjustment of machine accordingly			
LU-6 Attach button where required	<p>Understand the attaching of the button on required position of the garment</p> <p>Able to attach button on the required position of garment</p>	<p>Knowledge of attaching of the button on required position of the garment</p> <p>Ability to attach button where required on the garment</p>	5 hours	<ul style="list-style-type: none"> • Button attaching machine • Different sizes of buttons 	Workshop/workplace
LU-7 Do basic adjustment on machines	<p>Understand the basic adjustment of the machine i.e. folder adjustment (tape/felled seam)</p> <p>Able to perform basic adjustment on machine</p>	<ul style="list-style-type: none"> • Knowledge of basic adjustment of the machine i.e. folder adjustment (tape/felled seam) • Ability to perform basic adjustments on machine. 	5 hours	<ul style="list-style-type: none"> • Feed-of-the-arm machine • Needed tools(crew driver, alky) 	Workshop/workplace
LU-8 Document work done accurately and as required	<p>Understand the importance of recording the information for smooth production outputs</p>	<p>Knowledge of recoding of production update</p> <p>Ability to record production information i.e.</p>	5 hours	<ul style="list-style-type: none"> • Record register 	Workshop/workplace

	Able to record information e.g. panel detail, operator name, machine number, date , shift (A or B), on manual register	garment panel detail, operator name, machine number etc			
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Module 4 Title: Operate feed-of-the-arm and kansai machine

Objective of the Module: This module develops competency to operate and understanding of technical knowhow of the machines

Duration: 36 hours

Theory: 6 hours

Practice: 30 hours

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU-1 Keep the work place clean and organized	<p>Understand the importance and benefits of clean and organized work environment for smooth operations.</p> <p>Able to clean and organize the working environment as per the required task to be completed</p>	<p>Knowledge of the importance of clean working environment and organizing the task for smooth production.</p> <p>Ability to clean and organize the work environment to avoid any hazardous incident</p>	3 hours	<ul style="list-style-type: none"> • Workstation • Cleaning material 	Workshop/workplace
LU-2 Keep all safety devices in place	<p>Understand the importance of safety on workstation and usage of the safety devices to avoid any hazardous incident.</p> <p>Able to keep and use of the safety devices i.e. needle/eye guard, belt cover etc</p>	<p>Explain the Knowledge of the importance of the safety devices and their usage while working on a machine.</p> <p>Ability to keep and adjust the safety devices on machine i.e. needle/eye guard, belt cover etc</p>	5 hours	<ul style="list-style-type: none"> • Feed-of-the-arm machine • Safety devices i.e. needle/eye guard, figure guard, belt cover etc • Needed tools(alky and screw driver) 	Workshop/workplace

LU-3 Keep the feed-of-the-arm and kansai machine operational	<p>Understand the general/minor maintenance of machine i.e. oiling, needle replacement etc and keeping all the required accessories and machine parts well in place.</p> <p>Able for general machine maintenance and keeping accessories and machine parts well in place for smooth production</p>	<p>Knowledge of the importance of keeping the machine operational, general/minor maintenance i.e. oiling, needle replacement etc and keeping accessories and machine parts well in place.</p> <p>Ability to keep the machine operational by doing general/minor maintenance and keeping accessories and machine parts well in place</p>	4 hours	<ul style="list-style-type: none"> • Feed-of-the-arm machine Needed tools • Oil • Needles (Alky, screw driver) 	Workshop/workplace
LU-4 Set up machine threading according to the manufacturer's threading diagram	<p>Understand the different thread types and threading technique as per the manufacturer's threading diagram</p> <p>Able to set up the thread in machine at required thread tension to start the production</p>	<p>Knowledge of different types of thread, threading technique, setting of thread tension, as per the manufacturers threading diagram.</p> <p>Ability to set up machine threading by adjusting the thread tension.</p>	5 hours	<ul style="list-style-type: none"> • Feed-of-the-arm machine • Different types of threads • Manufacturer's threading diagram 	Workshop/workplace

LU-5 Do basic adjustment on machines	<p>Understand the basic adjustment of the machine i.e. folder adjustment (tape/felled seam)</p> <p>Able to perform basic adjustment on machine</p>	<p>Knowledge of basic adjustment of the machine i.e. folder adjustment (tape/felled seam)</p> <p>Ability to perform basic adjustments on machine.</p>	5 hours	<ul style="list-style-type: none"> • Feed-of-the-arm machine • Needed tools(crew driver, alky) 	Workshop/workplace
LU-6 Handle fabric in the folder to produce clean secure felled seams	<p>Understands the handling of the fabric in the attached folder to produce clean, secure felled seams without raw edges.</p> <p>Able to handle fabric in the folders to produce clean and secure felled seams</p>	<p>Knowledge of handling of the fabric in the attached folder to produce clean, secure felled seams without raw edges.</p> <p>Ability to handle fabric in the folders to produce clean and secure felled seams</p>	4 hours	<ul style="list-style-type: none"> • Feed-of-the-arm machine • Kansai machine • Garment panel • Folders 	Workshop/workplace
LU-7 Attach tape using the folder	<p>Understand the function of folder and correct adjustment of the folder to attach tape</p>	<p>Knowledge of function of folder, correct adjustment of the folder to attach tape</p>	6 hours	<ul style="list-style-type: none"> • Feed-of-the-arm machine • Kansai • Tape • Folder • Needed tools 	Workshop/workplace

	Able to attaché tape using the folder	Ability to attach tape using the correct folder			
LU-8 Document work done accurately and as required	<p>Understand the importance of recording the information for smooth production outputs</p> <p>Able to record information e.g. panel detail, operator name, machine number, date , shift (A or B), on manual register</p>	<p>Knowledge of recoding of production update</p> <p>Ability to record production information i.e. garment panel detail, operator name, machine number etc</p>	4 hours	<ul style="list-style-type: none"> Record register 	Workshop/workplace

Module 5 Title: Operate bar tack and button hole machine

Objective of the Module: This module develops competency to get acquaintance with machines and technical knowhow of operations of bar tack and button

Duration: 44 hours

Theory: 4 hours

Practice: 40 hours

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU-1 Keep the work place clean and organized	<p>Understand the importance and benefits of clean and organized work environment for smooth operations.</p> <p>Able to clean and organize the working environment as per the required task to be completed</p>	<p>Knowledge of the importance of clean working environment and organizing the task for smooth production.</p> <p>Ability to clean and organize the work environment to avoid any hazardous incident</p>	10 hours	<ul style="list-style-type: none">• Workstation• Cleaning material	Workshop/workplace
LU-2 Keep all safety devices in place	<p>Understand the importance of safety on workstation and usage of the safety devices to avoid any hazardous incident.</p> <p>Able to keep and use of the safety devices i.e. needle/eye guard, belt cover etc</p>	<p>Knowledge of the importance of the safety devices and their usage while working on a machine.</p> <p>Ability to keep and adjust the safety devices on machine i.e. needle/eye guard, belt cover etc</p>	5 hours	<ul style="list-style-type: none">• Bar tack machine• Button hole machine• Safety devices i.e. needle/eye guard, figure guard, belt cover etc• Needed tools(crew driver, alky)	Workshop/workplace

LU-3 Keep the machines operational	<p>Understand the general/minor maintenance of machine i.e. oiling, needle replacement etc</p> <p>Able for general machine maintenance for smooth production</p>	<p>Knowledge of the importance of keeping the machine operational, general/minor maintenance i.e. oiling, needle replacement etc</p> <p>Ability to keep the machine operational by doing general/minor maintenance</p>	10 hours	<ul style="list-style-type: none"> • Bar tack machine • Button hole machine <p>Needed tools</p> <ul style="list-style-type: none"> • Oil • Needles • Needed tools(screw driver, alky) 	Workshop/workplace
LU-4 Set up machine threading according to the manufacturer's threading diagram	<p>Understand the different thread types and threading technique as per the manufacturer's threading diagram</p> <p>Able to set up the thread in machine at required thread tension to start the production</p>	<p>Knowledge of thread types, threading technique, setting of thread tension, as per the manufacturers threading diagram.</p> <p>Ability to set up machine threading by adjusting the thread tension.</p>	5 hours	<ul style="list-style-type: none"> • Bar tack machine • Button hole machine • Different types of threads • Manufacturer's threading diagram 	Workshop/workplace
LU-5 Sew bar tacks to the required quality, where required on the garments	<p>Understand the sewing of the bar tacks to the required quality of the sewing operation</p>	<p>Understand the sewing of the bar tacks to the required quality of the sewing operation</p>	4 hours	<ul style="list-style-type: none"> • Bar tack machine • Button hole machine • Different types of threads <p>Manufacturer's</p>	Workshop/workplace

	Able to sew bar tacks to the required quality and at a required location on the garments	Able to sew bar tacks to the required quality and at a required location on the garments		threading diagram	
LU-6 Adjust bobbin, thread tension to remove insecure stitch	<p>Understand the function of the bobbin and thread tension as per the requirement.</p> <p>Able to adjust bobbin thread tension to remove insecure stitch</p>	<p>Knowledge of function of the bobbin and thread tension as per the requirement.</p> <p>Ability to adjust bobbin, thread tension to remove insecure stitches</p>	4 hours	<ul style="list-style-type: none"> • Bar tack machine • Button hole • Thread 	Workshop/workplace
LU8. Sew button holes of correct size and at the required location of the garment	<p>Understand the sewing of the button hole to the required quality of the sewing operation</p> <p>Able to sew button hole the required quality and at a required location on the garments</p>	<p>Understand the sewing of the button hole to the required quality of the sewing operation</p> <p>Able to sew button hole to required quality and at a required location on the garments</p>	6 hours	<ul style="list-style-type: none"> • Button hole / eyelet machine • Thread • Garment part 	Workshop/workplace

Module 6 Title: Learn Qualities required for a supervisor**Objective of the Module:** This module develops competency to be a good team leader and get work from workers.**Duration: 35 hours****Theory: 5 hours****Practice: 30 hours**

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU 1. Confident, self assured, positive	Understand the importance of work done by others Able to be confident on work/job and to motivate the workers morale high	Knowledge of the importance of confidence With clean working environment and organizing the task for smooth working Ability to be self assured and positive	5 hours	<ul style="list-style-type: none">• handouts	Workshop/workplace
LU2. Invention, creative	Understand the importance of invention and creation of new ideas and learning	Knowledge of the importance of the creation of any job or product. Ability to learn creativity	5 hours	<ul style="list-style-type: none">• Handout	Workshop/workplace
LU3. Gaining agreement and commitment	Understand the agreement of shipment to customer Understand the value of commitment	Knowledge of the importance of agreement Ability to achieve target and fulfill commitment	5 hours	<ul style="list-style-type: none">• handout	Workshop/workplace

LU.4 Establishing facts	<p>Understand the fact and figure of any problem occur</p> <p>Able to rectify the problem in any product after finding of the facts.</p>	<p>Knowledge of the power of the finding facts.</p> <p>Ability to handle all issues related to his job.</p>	5 hours	<ul style="list-style-type: none"> • Bar tack machine • Button hole machine • Different types of threads • Manufacturer's threading diagram 	Workshop/workplace
LU5. Removal of personal issues	<p>Able to solve the issues of workers</p> <p>Able to coordinate with each other</p>	<p>Understand the power the solving issues of workers</p>	5 hours	<ul style="list-style-type: none"> • Handouts 	Workshop/workplace
LU-6 Produce reports and prepare work related documents in a proper form	<p>Able to produce reports and required work related documents as per requirement</p>	<p>Explain report writing skills as per requirements</p>	5 hours	<ul style="list-style-type: none"> • Computer • Writing paper • Ball pen 	Classroom Work place

Module 7 Title: Maintain discipline in Production Area**Objective of the Module:** This module develops competency to get acquaintance and discipline in the department.**Duration: 36 hours****Theory: 6 hours****Practice: 30 hours**

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1. Reach in factory before time	Understand self management and time management skills Able to manage time as per the requirement	Knowledge to explain time management and self management skills Ability to manage time as per commitment	10 hours	<ul style="list-style-type: none">• Handouts• Case studies• Role play sheets• Activity sheets	Classroom Work place
LU2. Maintain the cleanliness in the area	Understand the importance and benefits of clean and organized work environment for smooth operations. Able to monitor clean and organize the working environment as per the required task to be completed	Knowledge of the importance of clean working environment and organizing the task for smooth production. Ability to monitor cleaning and organizing the work environment to avoid any hazardous incident	5 hours	<ul style="list-style-type: none">• Workstation Cleaning material	Classroom Work place
LU3. Check the attendance	Understand the importance of attendance of workers. Able to control on attendance	Knowledge of the importance of workers attendance Ability to manage workers attendance	5 hours	<ul style="list-style-type: none">• Register• Computer• Writing paper	Classroom Work place

LU4. Example for workers	<p>Understand the value as a role model</p> <p>Able to be a role model for juniors</p>	<p>Knowledge of the importance of the role model</p> <p>Ability as a role model for others</p>	5 hours	<ul style="list-style-type: none"> • Handouts 	Classroom Work place
LU5. Clear instruction of work	<p>Understand the importance of instruction delivered by him</p> <p>Ability to deliver instruction</p>	<p>Knowledge of the instruction being delivered by him</p> <p>Ability to deliver clear instruction</p>	5 hours	<ul style="list-style-type: none"> • Handouts 	Classroom Work place
LU6. Check the machine and worker	<p>Understand the importance of the workers working at the machines</p> <p>Able to control the workers to work at the machine</p>	<p>Knowledge of the importance of the worker working at machine</p> <p>Ability to control workers while working at machines</p>	6 hours	<ul style="list-style-type: none"> • Machines • Workers • Computer • Writing material 	Classroom Work place

Module 8 Title: Supervise Cutting

Objective of the Module: This module develops competency to get acquaintance and understanding of cutting and technical knowledge of cutting.

Duration: 66 hours

Theory: 16 hours

Practice: 50 hours

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1. Cutting plan as per customer orders and size wise	Understand cutting ratio and preparation of cutting plan as per customer orders Able to handle cutting effectively	Knowledge of the importance of how cutting plan and cutting ratio as per customer orders Ability to manage cutting, ratio wise and color wise as per plan	6 hours	<ul style="list-style-type: none">• Computer• Paper• Cutting machine• Table fabric• Pattern• Chalk• Size wise• production order	Workshop/workplace
LU2. Arrange of fabric from store	Understand the importance of arranging fabric from store Able to arrange fabric from store	Knowledge of arranging fabric for customer the fabric requisition Ability to arrangement of fabric	6 hours	<ul style="list-style-type: none">• Fabric requisition• Production order• Cutting plan• Fabric inspection report etc	Workshop/workplace
LU3. Arrange pattern from	Understand the	Knowledge of the importance of pattern		<ul style="list-style-type: none">• Computer• Paper	

Gerber Garment Technology department	<p>basic knowhow of pattern</p> <p>Able to arrange pattern from Gerber Garment Technology department</p>	<p>Ability to arrange pattern from Gerber Garment Technology department</p>	6 hours	<ul style="list-style-type: none"> • Cutting plan • Table fabric • Pattern • Chalk 	Workshop/workplace
LU4. Layer as per plan	<p>Understand Layering of fabric and mini marker</p> <p>Able to fix the layer length as per marker length</p> <p>Able to fix number of layers</p> <p>Able to control fabric consumption</p>	<p>Knowledge of cutting plan, mini marker, consumption of fabric and fixing marker</p> <p>Ability to understand cutting plan, mini markers, fabric consumption etc</p>	6 hours	<ul style="list-style-type: none"> • Computer • Paper • Cutting machine • Table fabric • Pattern • Chalk 	Workshop/workplace
LU5. Cutting as per pattern	<p>Understand the importance of cutting as per pattern</p> <p>Able to Understand pasting of marker on the top layer</p> <p>Able to cut the layer as per marker</p>	<p>Knowledge of marker, mini marker and marker and fixing marker on top layer</p> <p>Knowledge of cutting of layer as per maker</p> <p>Ability to perform cutting</p>	6 hours	<ul style="list-style-type: none"> • Computer • Paper • Cutting machine • Table fabric • Pattern • Chalk 	Workshop/workplace

LU6. Numbering and bundling	<p>Understand the importance of numbering of penal and bundle making</p> <p>Able to understand bundling</p> <p>Able to understand the importance of numbering and bundling</p>	<p>Knowledge of numbering of penal</p> <p>Ability to perform bundling</p>	6 hours	<ul style="list-style-type: none"> • Computer • Paper • Cutting machine • Table fabric • Pattern • Chalk 	Workshop/workplace
LU7. Issuance of raw cutting to stitching	<p>Understand the issuance of cutting to different lines</p> <p>Able to have thorough knowledge of Issuance</p>	<p>Knowledge of issuance of raw cutting to stitching department</p> <p>Ability of issuance of raw cutting to stitching</p>	6 hours	<ul style="list-style-type: none"> • Computer • Paper • Cutting machine • Table fabric • Pattern • Chalk 	Workshop/workplace
LU8. Develop reports	<p>Understand the importance of recording the information for smooth production outputs</p>	<p>Knowledge of recoding of production update</p> <p>Ability to record production</p>	6 hours	<ul style="list-style-type: none"> • Computer • Paper • Drawing paper 	Workshop/workplace

	Able to record information e.g. panel detail, operator name, machine number, date , shift (A or B), on manual register	information i.e. garment panel detail, operator name, machine number etc			
LU9. Consumption control	<p>Understand the consumption of garments</p> <p>Able to understand the fabric saving</p>	<p>Knowledge of the importance of controlling of fabric</p> <p>Ability to control fabric consumption</p>	6 hours	<ul style="list-style-type: none"> • Computer • Paper • Cutting machine • Table fabric • Pattern • Chalk 	Workshop/workplace
LU10. Return Balance fabric to store	<p>Understand the utilization of fabric and balance fabric to store on material return note</p> <p>Able to return back extra fabric to store</p>	<p>Knowledge of procedure of return back fabric to store if there is balance after cutting</p> <p>Ability to return back of fabrics</p>	6 hours	<ul style="list-style-type: none"> • Computer • Paper • Cutting machine • Table fabric • Pattern • Chalk 	Workshop/workplace

LU11. Develop Monthly reports	<p>Understand the importance of recording the information for smooth production outputs and monthly reports</p> <p>Able to record information e.g. panel detail, operator name, machine number, date , shift (A or B), on manual register</p>	<p>Knowledge of recoding of production update</p> <p>Ability to record production information i.e. garment panel detail, operator name, machine number etc</p>	6 hours	<ul style="list-style-type: none"> • Computer • Paper • Cutting machine • Table fabric • Pattern • Chalk 	Workshop/workplace
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Module 9 Title: Monitor manufacturing activities

Objective of the Module: This module develops competency to get acquaintance with the manufacturing process of garment and understanding of technical garment knowledge.

Duration: 102 hours

Theory: 16 hours

Practice: 86 hours

Learning Unit	Learning Outcome	Learning Elements		Material Required	Learning Place
LU1. Arrangement of approved sample	Understand the importance of approved sample from customer Able to arrange approved sample	Knowledge to understand the approved sample from customer Ability to study and thorough knowledge of approved sample	12 hours	<ul style="list-style-type: none">• Sample• Paper• Bal pen• Customer order sheet	Workshop/workplace
LU2. Arrangement of trim card	Understand the importance of trim card Able to Understand the different accessories used in garment	Knowledge of Understand the trims that are being used in a production.	6 hours	<ul style="list-style-type: none">• Customer order sheet• Trims detail from merchandiser• Trim card	Workshop/workplace
LU3. Arrangement of accessories	Understand how to arrange trims and accessories from store Able to arrange accessories from store as per purchase order	Knowledge of the importance of arranging trims from store Ability to write the trims detail and check the consumption of trims used in the production order	6 hours	<ul style="list-style-type: none">• Customer order sheet• Trims detail• Paper and formats for issue requisition to store	Workshop/workplace

LU4. Arrangement of raw cutting from cutting	<p>Understand the importance of arranging of raw cutting from cutting department</p> <p>Able to Understand the garments penal and Bundling</p>	<p>Knowledge to understand the raw cutting, bundling and the receiving of cutting from cutting department</p> <p>Ability to perform/control raw cutting and penal</p>	6 hours	<ul style="list-style-type: none"> • Paper • Computer • Order sheet • Trim card • Approved sample 	Workshop/workplace
LU5. Teach each worker each operation	<p>Understand the importance of sewing operation of the machine</p> <p>Ability to understand the machine operations</p>	<p>Knowledge to teach the machine operations on garment</p> <p>Ability to perform each operation of machine</p>	6 hours	<ul style="list-style-type: none"> • Approved sample • Trim card • Sewing machines 	Workshop/workplace
LU6. Set the machine layout as per garment operation	<p>Understand the garment operation layout</p> <p>Able to understand the layout as per garment operations</p>	<p>.Knowledge of the garment machine layout</p> <p>Ability to set the line and workers as per operations</p> <p>Ability to assign work to each worker</p>	6 hours	<ul style="list-style-type: none"> • Garment machine layout • Handout of machines • Approved sample • Trim card 	Workshop/workplace

LU7. Balance of line	<p>Understanding of the balancing of line</p> <p>Able to understand utilization of workers for multi purpose</p>	<p>Knowledge of the importance of balancing of line</p> <p>Ability to divide the operation to each worker / machine operator equally</p>	6 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Layout of garment 	Workshop/workplace
LU8. Check each operation as per approved sample	<p>Understanding of the importance of the variance in approved sample and production</p> <p>Able to perform as per approved sample</p> <p>Able to understand the variance in approved sample and production</p> <p>Able to perform as per approved sample</p>	<p>Knowledge of the importance of the variance in approved sample and production</p> <p>Ability to measure and check each operation of worker accurately</p>	6 hours	<ul style="list-style-type: none"> • Approved sample • Layout • Machines • Operations details • Single needle machine • Double needle machine • Flat Lock • Over lock • Kansai Machine 	Workshop/workplace
LU9. Set the target of each operation	<p>Understanding of the importance of how to set the target of production to each worker/machine operator</p> <p>Able to perform the importance of</p>	<p>Knowledge of the importance of the target setting of production to each worker/machine operator</p> <p>Ability to set the target on each</p>	6 hours	<ul style="list-style-type: none"> • Garment layout • Target sheet per machine per garment • Single needle Machine • Over lock Machine • Flat Lock Machine 	

	how to set the target of production to each worker/machine operator	operations and machine/worker		<ul style="list-style-type: none"> • Kansai Machine • Button hole and button attach machine 	Workshop/workplace
LU10. Achieve the target	<p>Understand of the importance to get the target of each operator at each operations</p> <p>Able to get target of production from each worker/machine operator</p>	<p>Knowledge of the understanding of the importance to get the target of each operator at each operations</p> <p>Ability to be to get target of production from each worker/machine operator</p>	6 hours	<ul style="list-style-type: none"> • Garment layout • Target sheet per machine per garment • Single needle Machine • Over lock Machine • Flat Lock Machine • Kansai Machine • Button hole and button attach machine • Double Needle Machine 	Workshop/workplace
	Understand the importance to help workers	Knowledge of the importance of the helping of workers	6 hours	<ul style="list-style-type: none"> • Handouts • Case studies 	

Help the worker if required	Able to understand to whom to help and what kind of help	Ability to assess the work load on each machine operator and help them		<ul style="list-style-type: none"> • Role play sheets • Activity sheets • Garment layout • Target sheet per machine per garment • Single needle Machine • Over lock Machine • Flat Lock Machine • Kansai Machine • Button hole and button attach machine • Double Needle Machine 	Workshop/workplace
LU12. Motivate the morale of workers	<p>Understand how to motivate the workers and their positive effect of motivations</p> <p>Able to motivate the workers to work for common interest of the company</p>	<p>Knowledge of the importance of the motivation</p> <p>Ability to motivate the workers regarding work</p>	6 hours	<ul style="list-style-type: none"> • Handouts • Case studies • Role play sheets • Activity sheets 	Workshop/workplace

LU13. Manage alteration if required	<p>Understand the alteration and rework in the garment if required</p> <p>Able to Perform alteration work</p>	<p>Knowledge of the importance of alteration and rework</p> <p>Ability to manage alteration or rework in the garment if required</p>	6 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Layout of garment • Handouts • Case studies • Role play sheets • Activity sheets • Garment layout • Target sheet per machine per garment • Single needle Machine • Over lock Machine • Flat Lock Machine • Kansai Machine • Button hole and button attach machine • Double Needle Machine 	Workshop/workplace
LU14. Measurement specifications of garments as per customer requirements	<p>Understanding of the specification of the garment to measure</p> <p>Able to compare the actual measurement with the customer given measurement</p>	<p>Knowledge of the specification of the garment to measure</p> <p>Ability to compare the customer supplied measurement with the garment measurements</p>	6 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Trimmer • Buttons thread • Label • Pressing machine 	Workshop/workplace

LU15. Colour combination of garments	<p>Understanding of the color combination of the garments</p> <p>Able to understand the color combination of garments</p>	<p>Knowledge of the color combination of the garment</p> <p>Ability to specify the color shading in the garment</p>	6 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Trimmer • Buttons thread • Label • Pressing machine 	Workshop/workplace
LU16. Establishing report	<p>Understand the importance of recording the information for smooth production outputs and monthly reports</p> <p>Able to record information e.g. panel detail, operator name, machine number, date , shift (A or B), on manual register</p>	<p>Knowledge of recoding of production update</p> <p>Ability to record production information i.e. garment panel detail, operator name, machine number etc</p>	6 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Trimmer • Buttons thread • Label • Pressing machine 	Workshop/workplace

Module 10 Title: Supervise Finishing and Pressing of garments

Objective of the Module: This module develops competency to get acquaintance with finishing and pressing processes.

Duration: 90 hours

Theory: 10 hours

Practice: 80 hours

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1. Trimming of excess thread	Able to understand the excess thread and their trimming	Excess thread trimming Expose thread cleaning	15 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Trimmer • Buttons thread • Label • Pressing machine 	Workshop/workplace
LU2. Button attaching	Able to understand the attaching of button	Button attach Machine operations	15 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Trimmer • Buttons thread • Label • Pressing machine 	Workshop/workplace
LU3. Label attaching	Able to understand label attaching	Label attaching Machine operations	15 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Trimmer • Buttons thread • Label • Pressing machine 	Workshop/workplace

LU4. Instruct eyelet / button hole	Able to understand eyelet and button hole operations	Eyelet and button hole Operations of the machines	15 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Trimmer • Buttons thread • Label • Pressing machine 	Workshop/workplace	
LU5. Manage alteration of the garment	Able to understand the garment reworking Able to rectify the fault in the garment	Garment rework Fault rectification Inspection of garment	15 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Trimmer • Buttons thread • Label • Pressing machine 	Workshop/workplace	
LU6. Manage pressing and folding	Able to understand the merits of pressing and folding	Understanding of pressing	15 hours	<ul style="list-style-type: none"> • Trim card • Approved sample • Trimmer • Buttons thread • Label • Pressing machine 	Workshop/workplace	

Module 11 Title: Supervise and monitor Quality of Product**Objective of the Module:** This module develops competency to get acquaintance with the quality of product**Duration: 80 hours****Theory: 10 hours****Practice: 70 hours**

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1. Set the gauge at the machine for proper allowance	Able to understand the proper seam allowance Able to understand the uses of different gauges	Gauge of seam allowance setting Different gauges setting on machines	10 hours	<ul style="list-style-type: none">• Different gauges• Machines• Needles• Measurement tap• Trim card• Approved sample• Trimmer• Buttons thread• Label• Pressing machine	Workshop/workplace
LU2. Check each and every operation	Able to understand the fault Able to rectify and inform to operator for proper working	Understanding on operations being performed	10 hours	<ul style="list-style-type: none">• Different gauges• Machines• Needles• Measurement tap• Trim card• Approved sample• Trimmer• Buttons thread• Label• Pressing machine	Workshop/workplace
LU3. Stitch Per	Able to understand the stitch per	Setting of stitch per inches on	10 hours	<ul style="list-style-type: none">• Different gauges• Machines	Workshop/workplace

Inches setting as per customer requirements	inches Able to check the stitch per inches	machines as per customer requirement		<ul style="list-style-type: none"> • Needles • Measurement tap • Trim card • Approved sample • Trimmer • Buttons thread • Label Pressing machine 	
LU4. Measurement on each operation	Able to understand the measurement and how to measure the garments	Operation measurements	10 hours	<ul style="list-style-type: none"> • Different gauges • Machines • Needles • Measurement tap • Trim card • Approved sample • Trimmer • Buttons thread • Label Pressing machine 	Workshop/workplace
LU5. Manage to avoid colour shading	Able to understand the penal numberings Able to understand color shading	Color shading of garments	10 hours	<ul style="list-style-type: none"> • Different gauges • Machines • Needles • Measurement tap • Trim card • Approved sample • Trimmer • Buttons thread • Label Pressing machine 	Workshop/workplace

LU6. Supervise and coordinate inspection	Able to understand inspection Able to understand international rule of inspection	Garment inspection	15 hours	<ul style="list-style-type: none"> • Different gauges • Machines • Needles • Measurement tap • Trim card • Approved sample • Trimmer • Buttons thread • Label Pressing machine 	Workshop/workplace
LU7. Quality Control (QC) passed sticker to attach	Able to understand that the uses of quality control sticker	Understanding of garment passed from quality sticker	15 hours	<ul style="list-style-type: none"> • Different gauges • Machines • Needles • Measurement tap • Trim card • Approved sample • Trimmer • Buttons thread • Label Pressing machine 	Workshop/workplace

Module 12 Title: Monitor packing**Objective of the Module:** This module develops competency to get acquaintance and understanding of packing processes**Duration: 70 hours****Theory: 10 hours****Practice: 60 hours**

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1. Sorting of garments size and colour wise	<p>Understand the sorting of garment size wise, color wise and customer wise etc</p> <p>Able to understand the sorting of garments color wise, size wise and Customer wise etc.</p>	<p>knowledge of sorting of garment as per style and sizes according to customer and as per packing instruction from customer</p> <p>Ability of sorting the garments in packing department as per instruction of packing from customer color wise, size wise and customer etc.</p>	14 hours	<ul style="list-style-type: none">• Trim card approved sample• Poly bags• Tag card• Barcode sticker• Tape• Cartons• Packing list	Workshop/workplace
LU2. Tag card attaching	<p>Understand the attaching of tag card with garment as per size, color and customer reference etc.</p> <p>Able to understand the uses of tag card with garments</p>	<p>knowledge of tag card attach with garment color wise, size wise and customer wise</p> <p>Ability to attach tag card size, color and customer wise for differentiating of each garment</p>	14 hours	<ul style="list-style-type: none">• Trim card approved sample• Poly bags• Tag card• Barcode sticker• Tape• Cartons• Packing list	Workshop/workplace

	color and size wise as per customer reference	customer wise			
LU3. Bar code attaching	<p>Understand the importance of bar code attaching being received from customer representative (merchandiser) with each garment customer wise.</p> <p>Able to understand the exact location to attach bar code</p>	<p>Knowledge of bar code attaching with each garment customer wise at exact location being instructed by customer.</p> <p>Ability to supervise the attaching of bar code as per customer requirement</p>	14 hours	<ul style="list-style-type: none"> • Trim card approved sample • Poly bags • Tag card • Barcode sticker • Tape • Cartons • Packing list 	Workshop/workplace
LU4. Ratio / solid packing as per customer requirement	<p>Understand the packing ratio and solid wise as solid means to pack the garment without any size and follow the color and ratio means to pack as per customer ratio and color as one garment in this color and size and other garment in this color and size</p>	<p>Knowledge of ratio / solid packing as solid means to pack the garment without any size and follow the color and ratio means to pack as per customer ratio and color as one garment in this color and size and other garment in this color and size and how many garment in one</p>	14 hours	<ul style="list-style-type: none"> • Trim card approved sample • Poly bags • Tag card • Barcode sticker • Tape • Cartons • Packing list 	

	<p>and how many garment in one carton to pack.</p> <p>Able to understand the packing ratio wise etc such as in ratio to pack let say 10 garment in navy color in five sizes having two garment in each size as small, medium, large, extra large and double extra large</p>	<p>carton to pack.</p> <p>Ability to perform packing as sold / ratio wise etc such as in ratio to pack let say 10 garment in navy color in five sizes having two garment in each size as small, medium, large, extra large and double extra large.</p>			Workshop/workplace
LU5.Prepare packing list and hand over to merchandiser	<p>Understand the developing of packing list mentioning style number, quantity, order number etc. by coordinating with merchandising department</p> <p>Able to prepare packing list mentioning style number, quantity, order number etc. by coordinating with merchandising department</p>	<p>Knowledge of the importance of packing list as per production order customer wise, size wise, color wise and ratio wise with carton details.</p> <p>Understanding to prepare packing list</p>	14 hours	<ul style="list-style-type: none"> • Trim card approved sample • Poly bags • Tag card • Barcode sticker • Tape • Cartons • Packing list 	Workshop/workplace

Module 13 Title: Development of professionalism

Objective of the Module: To be able to adopt professional approach while working in a factory

Duration:14 hours

Theory: 4 hours

Practice: 10 hours

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU-1 Participate in Training	Understand the importance of training Able and motivated to participate in training	<ul style="list-style-type: none"> Knowledge of advantages of getting technical and professional trainings Ability to participate in training actively and motivated 	4	Handouts	Classroom
LU-2 Interact with colleagues	Understand the social norms in a factory Able to interact with colleagues effectively and constructively	<ul style="list-style-type: none"> Explain and demonstrate effective communication skills and interaction with colleagues 	3	Handouts	Classroom
LU-3 Consult with experts	Able to take guidance from experts / seniors	<ul style="list-style-type: none"> Explain how to take guidance from experts/seniors 	3	Handouts	Classroom
LU-4 Participate in skill test/ competition	Understand the importance of the skill test for future growth/career Able to participate in skill test/ competition	<ul style="list-style-type: none"> Explain the importance of evaluation by skill test/competition for further training and development 	4	Handouts	Classroom

Module 14 Title: Observe occupational health and safety practices

Objective of the Module: This module develops competency to get acquaintance and understanding of health and safety

Duration: 15 hours

Theory: 5 hours

Practice: 10 hours

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU-1 Observe health, safety and security related procedures	Understand and apply the principles of occupational health and safety practices in a company	Ability to explain and demonstrate occupation, health and safety practices working at a station	5 hours	<ul style="list-style-type: none"> • Handouts • Case studies • Role play sheets • Activity sheets 	Classroom
LU-2 Follow workplace health safety and security requirements	Recognize and explain workplace health safety and security requirements	Ability to explain and demonstrate workplace health, safety and security requirement	3 hours	<ul style="list-style-type: none"> • Handouts • Case studies • Role play sheets • Activity sheets 	Classroom
LU-3 Follow planning , organizing and safe work techniques Identify and evaluate potential hazards	Understand planning and organizing the safe work techniques	Ability to explain about safe work techniques	4 hours	<ul style="list-style-type: none"> • Handouts • Case studies • Role play sheets • Activity sheets 	Classroom
LU-4 Deal with hazardous or emergency situations	Able to deal with the hazardous or emergency situations when arise	Ability to explain Demonstrate to deal with the hazardous or emergency situations	3 hours	<ul style="list-style-type: none"> • Handouts • Case studies • Role play sheets • Activity sheets 	Classroom

Module 15 Title: Communicate with co-workers

Objective of the Module: This module develops competency to get acquaintance and understanding of communication with co-workers.

Duration: 15 hours

Theory: 5 hours

Practice: 10 hours

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU-1 Adopt effective Communication and behaviour with co-workers	Understand the concept of effective communication and conducive behavior with co-workers	Ability to explain about communication channels and its importance for conducive behavior with co-workers	5 hours	<ul style="list-style-type: none">• Handouts• Case studies• Role play sheets• Activity sheets	Classroom
LU-2 Interpret work related instructions correctly	Understand and interpret work related instructions accurately as required	Ability to explain work related instruction correctly	5 hours	<ul style="list-style-type: none">• Handouts• Case studies• Role play sheets• Activity sheets	Classroom
LU-3 Produce reports and prepare work related documents in a proper form	Able to produce reports and required work related documents as per requirement	Ability to explain report writing skills as per requirements	5 hours	<ul style="list-style-type: none">• Handouts• Case studies• Role play sheets• Activity sheets	Classroom

Module 16 Title: Work in a team**Objective of the Module:** This module develops competency to get acquaintance and working in a team.**Duration: 10 hours****Theory: 5 hours****Practice: 5 hours**

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU-1 Perform duties and responsibilities in a positive manner to promote cooperation and good relationship	Understand the job duties and responsibilities so as to cooperate with co-workers effectively	Ability to explain job description form and its link with co-workers for good relationship.	2 hours	<ul style="list-style-type: none">• Handouts• Case studies• Role play sheets• Activity sheets	Classroom
LU-2 Seek assistance from co-workers when difficulties arise and solve through discussion	Understand the problem solving and conflict resolution techniques Able to seek assistance from peers in difficulties for their solution	Ability to explain problem solving and conflict resolution techniques	2 hours	<ul style="list-style-type: none">• Handouts• Case studies• Role play sheets• Activity sheets	Classroom
LU-3 Respect difference in personal beliefs and values during all activities	Understand the ethical and cultural norms with in a factory Able to respect beliefs and values	Ability to explain n about ethical standards and social norms which working in a factory	2 hours	<ul style="list-style-type: none">• Handouts• Case studies• Role play sheets• Activity sheets	Classroom

and interactions	of co-workers which working				
LU-4 Contribute to group work activities	<p>Able to understand the concept of team work</p> <p>Able to contribute in group work activities</p>	Ability to explain benefits of team work and its application with in factory	2 hours	<ul style="list-style-type: none"> • Handouts • Case studies • Role play sheets • Activity sheets 	Classroom
LU-5 Share information related to group members	Able to share correct information while working with group members	Ability to explain importance of sharing of information and disadvantages of incorrect information	1 hours	<ul style="list-style-type: none"> • Handouts • Case studies • Role play sheets • Activity sheets 	Classroom
LU-6 Provide support to achieve organizational goals	Be able to support the organizational objectives for better results	Ability to explain responsibilities to support organizational objectives for better results.	1 hours	<ul style="list-style-type: none"> • Handouts • Case studies • Role play sheets • Activity sheets 	Classroom

Module 17 Title: Manage time**Objective of the Module: To be able to manage time effectively****Duration: 10 hours****Theory: 5 hours****Practice: 5 hours**

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU-1 Manage time to complete the assigned work within the stipulated time frame	Able to understand self management and time management skills Able to management time as per the requirement	Ability to explain time management and self management skills	2 hours	<ul style="list-style-type: none">• Handouts• Case studies• Role play sheets• Activity sheets	Classroom
LU-2 Manage work load as required by the management	Able to understand the work load management techniques as per the requirement	Ability to explain work load management techniques	2 hours	<ul style="list-style-type: none">• Handouts• Case studies• Role play sheets• Activity sheets	Classroom
LU-3 Prioritize tasks in accordance with the importance of the tasks	Able to prioritize the task i.e. high, medium and low priority tasks.	Ability to explain importance and methods of task prioritization at work place	2 hours	<ul style="list-style-type: none">• Handouts• Case studies• Role play sheets• Activity sheets	Classroom

LU-4 Meet the specified deadlines	Able to meet the required and specified deadlines of a task	Ability to explain how to meet the required and specified deadline of a task	2 hours	<ul style="list-style-type: none"> • Handouts • Case studies • Role play sheets • Activity sheets 	Classroom
LU-5 Handle the co-workers using effective time management	Able to handle co-workers by using effective time management techniques	Ability to explain how to handle co-workers with effective time management for better coordination and productivity	2 hours	<ul style="list-style-type: none"> • Handouts • Case studies • Role play sheets • Activity sheets 	Classroom

Certificate in Apparel Supervisory Curriculum Assessment

Module 1 Title: Operate single needle lock stitch sewing machine

Objective of the Module: This module develops competency to understand the working of single needle lock stitch machine and technical knowhow of operations.

Duration: 56 hours

Theory: 6 hours

Practice: 50 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M1-LU-1 Keep the work place clean and organized	6 hours	50 Hours	Trainee will: <ul style="list-style-type: none"> Explain the importance of clean working environment and organizing the task for smooth production. Demonstrate cleaning and organizing the work environment to avoid any hazardous incident 	<ul style="list-style-type: none"> Oral Practical/ Demonstration MCQs Written test 	At the end of schedule
M1-LU-2 Keep all safety devices (needle/eye guard, finger guard, and belt cover) in place			Trainee will: <ul style="list-style-type: none"> Explain importance of the safety devices and their usage while working on a machine. Demonstrate keeping and adjusting the safety devices of machine i.e. needle/eye guard, belt cover etc 		
			Trainee will:		

M1-LU-3 Keep the machine operational with all the accessories and components parts in place			<ul style="list-style-type: none"> • Explain the importance of keeping the machine operational, general/minor maintenance i.e. oiling, needle replacement etc and keeping accessories and machine parts well in place. • Demonstrate keeping the machine operational by doing general/minor maintenance and keeping accessories and machine parts well in place 		
M1-LU-4 Set up machine threading according to the manufacturer's threading diagram			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain different types of thread, threading technique, setting of thread tension, as per the Manufacturers threading diagram. • Demonstrate setting up machine threading by adjusting the thread tension. 		

M1-LU-5 Adjust bobbin and thread tensions			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain function of the bobbin, its placement and adjustment of the thread tension as per the 		
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			<p>requirement.</p> <ul style="list-style-type: none"> • Demonstrate adjustment of the bobbin and thread tension accordingly. 		
<p>M1-LU-6 Operate the sewing machine to sew the garment parts</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain on/off button and how to operate the machine for sewing of the garments parts. • Demonstrate to operate sewing machine to sew the garment parts in the production process 		
<p>M1-LU-7 Document work done accurately and as required</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain recoding of production update. • Demonstrate recording production information i.e. garment panel detail, operator name, machine number etc 		

Module 2 Title: Operate over lock and flat lock machines

Objective of the Module: This module develops competency to get acquaintance and understanding of over-lock and flat lock machines.

Duration: 36 hours

Theory: 6 hours

Practice: 30 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M2-LU-1 Keep the work place clean and organized	6 hours	30 hours	<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the importance of clean working environment and organizing the task for smooth production. • Demonstrate cleaning and organizing the work environment to avoid any hazardous incident 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	At the end of schedule
M2-LU-2 Keep all safety devices (needle/eye guard, finger guard, and belt cover) in place			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain importance of the safety devices and their usage while working on a machine. • Demonstrate keeping and adjusting the safety devices of machine i.e. needle/eye guard, belt cover etc 		

M2-LU-3 Keep the over lock machine operational			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the importance of keeping the machine operational, general/minor maintenance i.e. oiling, needle replacement etc • Demonstrate keeping the machine operational by doing general/minor maintenance and keeping accessories and machine parts well in place 		
M2-LU-4 Set up over lock / flat lock machines threading according to the manufacturer's threading diagram			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain different types of thread, threading technique, setting of thread tension, as per the manufacturers threading diagram. • Demonstrate setting up machine threading by adjusting the thread tension. 		
M2-LU-5 Use three and four thread over-lock machines on knit fabric as required			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain three and four threads operations of safety over lock machines for sewing of 		

			<p>the side seam, arm hole attachment and shoulders of a knitted garment</p> <ul style="list-style-type: none"> • Demonstrate to use three threads and four thread over lock machine on knitted fabric. 		
M2-LU-6 Use five thread over-lock machines on woven fabric			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain five threads operation of over lock for sewing of the woven fabric. • Demonstrate operating five threads over lock machine for sewing of the woven fabric. 		
M2-LU-7 Document work done accurately and as required			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain recoding of production update • Demonstrate recording of production information i.e. garment panel detail, operator name, machine number etc 		

M2-LU8. Produce evenly spaced lines of stitching on either side of a seam			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain about evenly spaced lines on a knitted fabric through flat lock machine • Demonstrate to sew a garment panel with evenly spaced lines by using flat lock machine 		
M2-LU9. Hem garments (sleeves, bottoms) without excessive raw edges			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain hemming of the knitted garment i.e. bottom and sleeves without the excessive raw edges • Demonstrate operating flat lock machine to hem the sleeves, bottom etc without excessive raw edges 		

Module 3 Title: Operate button attaching machine

Objective of the Module: To get the knowledge of operating button attaching machine

Duration: 40 hours

Theory: 5 hours

Practice: 35 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M3-LU-1 Keep the work place clean and organized	5 hours	35 hours	Trainee will: <ul style="list-style-type: none"> • Explain the importance of clean working environment and organizing the task for smooth production. • Demonstrate cleaning and organizing the work environment to avoid any hazardous incident 	<ul style="list-style-type: none"> • Oral • Practical/ • Demonstration • MCQs • Written test 	At the end of module
M3-LU-2 Keep all safety devices in place			Trainee will: <ul style="list-style-type: none"> • Explain importance of the safety devices and their usage while working on a machine. • Demonstrate keeping and adjusting the safety devices of machine i.e. needle/eye guard, belt cover etc • 		
M3-LU-3 Keep the button attaching machine operational			Trainee will: <ul style="list-style-type: none"> • Explain the importance of keeping the machine operational, general/minor maintenance i.e. oiling, needle replacement etc and keeping accessories and machine parts well in place. 		

			<ul style="list-style-type: none"> • Demonstrate keeping the machine operational by doing general/minor maintenance 		
M3-LU-4 Adjust machine to hole and four hole buttons			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain adjustment of machine for hole and four hole of buttons e.g. thread tension • Demonstrate to adjust machine to hole and four hole buttons 		
M3-LU-5 Adjust machine for different sizes of button			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain adjustment of gauge clutch for different sizes of the button • Demonstrate to recognize different sizes of buttons and adjustment of machine accordingly 		
M3-LU-6 Attach button where required			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain attaching of the button on required position of the garment • Demonstrate to attach button where required on the garment 		
M3-LU-7 Document work done accurately and as required			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain recoding of production update as required • Demonstrate to record production information i.e. garment panel detail, operator name, machine number etc 		

Module 4 Title: Operate feed-of-the-arm and kansai machine

Objective of the Module: This module develops competency to operate and understanding of technical knowhow of the machines

Duration: 36 hours

Theory: 6 hours

Practice: 30 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M4-LU-1 Keep the work place clean and organized	6 Hours	30 Hours	Trainee will: <ul style="list-style-type: none"> • Explain the importance of clean working environment and organizing the task for smooth production. • Demonstrate cleaning and organizing the work environment to avoid any hazardous incident 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	At the end of schedule
M4-LU-2 Keep all safety devices in place			Trainee will: <ul style="list-style-type: none"> • Explain importance of the safety devices and their usage while working on a machine. • Demonstrate keeping and adjusting the safety devices of machine i.e. needle/eye guard, belt cover etc 		
M4-LU-3 Keep the feed-of-the-arm and			Trainee will: <ul style="list-style-type: none"> • Explain the importance of 		

kansai machine operational			<p>keeping the machine operational, general/minor maintenance i.e. oiling, needle replacement etc and keeping accessories and machine parts well in place.</p> <ul style="list-style-type: none"> • Demonstrate keeping the machine operational by doing general/minor maintenance and keeping accessories and machine parts well in place 		
M4-LU-4 Set up machine threading according to the manufacturer's threading diagram			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain different types of thread, threading technique, setting of thread tension, as per the manufacturers threading diagram. • Demonstrate setting up of machine threading by adjusting the thread tension. 		
M4-LU-5 Do basic adjustment on machines			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain basic adjustment of the machine i.e. folder adjustment (tape/felled seam) 		

			<ul style="list-style-type: none"> • Demonstrate basic adjustments on machine. 		
M4-LU-6 Handle fabric in the folder to produce clean secure felled seams			<p>Trainee will</p> <ul style="list-style-type: none"> • Demonstrate handling of the fabric in the attached folder to produce clean, secure felled seams without raw edges. • Demonstrate handling of fabric in the folders to produce clean and secure felled seams 		
M4-LU-7 Attach tape using the folder			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain function of folder, correct adjustment of the folder to attach tape • Demonstrate attaching tape using the correct folder on machine 		
M4-LU-8 Document work done accurately and as required			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain recoding of production update • Demonstrate recording of production information i.e. garment panel detail, operator name, machine number etc 		

Module 5 Title: Operate bar tack and button hole machine

Objective of the Module: This module develops competency to get acquaintance with machines and technical knowhow of operations of bar tack and button

Duration: 44 hours

Theory: 4 hours

Practice: 40 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M5-LU-1 Keep the work place clean and organized	4 hours	40 hours	Trainee will: <ul style="list-style-type: none">• Explain the importance of clean working environment and organizing the task for smooth production.• Demonstrate cleaning and organizing the work environment to avoid any hazardous incident	<ul style="list-style-type: none">• Oral• Practical/ Demonstration• MCQs• Written test	At the end of schedule
M5-LU-2 Keep all safety devices in place			Trainee will: <ul style="list-style-type: none">• Explain importance of the safety devices and their usage while working on a machine.• Demonstrate keeping and adjusting the safety devices of machine i.e. needle/eye guard, belt cover etc		

M5-LU-3 Keep the machines operational			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the importance of keeping the machine operational, general/minor maintenance i.e. oiling, needle replacement etc and keeping accessories and machine parts well in place. • Demonstrate keeping the machine operational by doing general/minor maintenance and keeping accessories and machine parts well in place 		
M5-LU-4 Set up machine threading according to the manufacturer's threading diagram			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain thread types, threading technique, setting of thread tension, as per the manufacturers threading diagram. • Demonstrate setting up of machine threading by adjusting the thread tension. 		
M5-LU-5 Sew bar tacks to the required quality, where required on the garments			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain sewing of the bar tacks to the required quality of the sewing operation • Demonstrate to sew bar tacks to the required quality and at a required location on the garments 		

M5-LU-6 Adjust bobbin, thread tension to remove insecure stitch			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain function of the bobbin and thread tension as per the requirement. • Demonstrate adjustment of bobbin, thread tension to remove insecure stitches 		
M5-LU8. Sew button holes of correct size and at the required location of the garment			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain of recoding of production update • Demonstrate recording of production information i.e. garment panel detail, operator name, machine number etc 		

Module 6 Title: Learn Qualities required for a supervisor

Objective of the Module: This module develops competency to be a good team leader and get work from workers.

Duration: 35 hours

Theory: 5 hours

Practice: 30 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M6-LU 1. Confident, self assured, positive	5 hours	30 hours	Trainee will <ul style="list-style-type: none"> • Explain the importance of the self confidence of the supervisor • Demonstrate the self assurance for any product of garment 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	At the end of schedule
M6-LU2. Invention, creative			Trainee will <ul style="list-style-type: none"> • Explain the invention of the new ways of making garment and new operation techniques • Demonstrate the creativity levels and creation in the garments and operations 		
M6-LU3. Gaining agreement and commitment			Trainee will <ul style="list-style-type: none"> • Explain the agreement of customer and factory for shipment of the garment /consignment to customer • Demonstrate the importance of the commitment to customer and achieve it 		

M6-LU.4 Establishing facts			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the fact findings on each and every aspects of garment • Demonstrate to highlight the problem and find the fact of the problem 		
M6-LU5. Removal of personal issues			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain not to make anything personal and work for the productivity of the company. • Demonstrate the removal of personal issues. 		
M6-LU-6 Produce reports and prepare work related documents in a proper form			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the developments of monthly and annual reports with comparison • Demonstrate the importance of the reports for retrieval of data year after years 		

Module 7 Title: Maintain discipline in the department

Objective of the Module: This module develops competency to get acquaintance and discipline in the department.

Duration: 36 hours

Theory: 6 hours

Practice: 30 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M7-LU1. Reach in factory before time	6 hours	30 hours	Trainee will <ul style="list-style-type: none"> • Explain the importance of on time arrival of each and every worker in the company • Demonstrate the time management of the supervisor and workers 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	At the end of schedule
M7-LU2. Maintain the cleanliness in the area			Trainee will: <ul style="list-style-type: none"> • Explain the importance of clean working environment and organizing the task for smooth production. • Demonstrate cleaning and organizing the work environment to avoid any hazardous incident 		
M7-LU3. Check the attendance			Trainee will <ul style="list-style-type: none"> • Explain the importance of attendance and effect of absenteeism in the company • Demonstrate the overall performance due to attendance 		

M7-LU4. Example for workers			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain to follow the rule and regulation of the company • Demonstrate that the supervisor should be the example for their subordinate 		
M7-LU5. Clear instruction of work			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain to supervisor that he should have to deliver clear and positive instruction to his workers • Demonstrate that value of instruction and overall impact on company. 		
M7-LU6. Check the machine and worker			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain machine cleanliness and proper maintaining • Demonstrate the overall discipline in the department • Describe the importance of worker management. 		

Module 8 Title: Supervise Cutting

Objective of the Module: This module develops competency to get acquaintance and understanding of cutting and technical knowledge of cutting.

Duration: 66 hours

Theory: 16 hours

Practice: 50 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M8-LU1. Cutting plan as per customer orders and size wise	16 hours	50 hours	Trainee will <ul style="list-style-type: none">• Explain the cutting plan as per customer purchase order how many ranges will be and how many pieces in each range• Demonstrate the cutting plain as per color and size wise and ranges of cutting	<ul style="list-style-type: none">• Oral• Practical/ Demonstration• MCQs• Written test	At the end of schedule
M8-LU2. Arrange of fabric from store			Trainee will <ul style="list-style-type: none">• Explain the arrangement of fabric from store as per customer order and cutting plan size and color wise• Demonstrate the issuance of requisition to store for fabric as per cutting plan and customer purchase order.		
M8-LU3.			Trainee will <ul style="list-style-type: none">• Explain the method of arranging pattern for pattern department through system		

Arrange pattern from Gerber Garment Technology department			<ul style="list-style-type: none"> Demonstrate the importance of pattern for cutting of any range and pattern as per cutting plan in one layer how many garment to cut size wise and color wise. 		
M8-LU4. Layer as per plan			<p>Trainee will</p> <ul style="list-style-type: none"> Explain the layering of fabric on tale as per pattern length being given by pattern department Demonstrate the layering as per cutting plan and how many layers to layer. 		
LU5. Cutting as per pattern			<p>Trainee will</p> <ul style="list-style-type: none"> Explain the cutting after having complete layering and pasting the pattern on top layer. Demonstrate the cutting of range with cutting machine and also describe the method of cutting of layer. 		

M8-LU6. Numbering and bundling			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the numbering and its importance as during stitching machine operators have to follow the numbering to avoid any color shading in the garment • Demonstrate the bundling as each part has bundle like sleeves, front and back and the numbering start from 1 to son on in each bundle of the layer 		
M8-LU7. Issuance of raw cutting to stitching			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the method of issuance of raw cutting to cutting department through documentations • Demonstrate the different bundles of the same cutting range and also describe the other accessories and lining of the garments 		
M8-LU8. Develop reports			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the development of cutting reports as daily cutting and issuance to stitching report order wise, size wise and quantity wise etc, • Demonstrate the different 		

			reports like daily fabric utilization, lining fabric utilization and trims etc		
M8-LU9. Consumption control			Trainee will <ul style="list-style-type: none"> • Explain the consumption of fabric controlling methods as t use the marker length while layering and during lining cutting follow the marker and check manually. • Demonstrate the proper utilization of fabric and trims. 		
M8-LU10. Return Balance fabric to store			Trainee will <ul style="list-style-type: none"> • Explain how the balance fabric from orders return back to store against the orders respectively 		
M8-LU11. Develop Monthly reports			Trainee will <ul style="list-style-type: none"> • Explain the developments of monthly and annual reports with comparison of cutting, fabric utilization and consumption etc. • Demonstrate the importance of the reports for retrieval year after years. 		

Module 9 Title: Monitor manufacturing activities

Objective of the Module: This module develops competency to get acquaintance with the manufacturing process of garment and understanding of technical garment knowledge.

Duration: 102 hours

Theory: 16 hours

Practice: 86 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M9-LU1. Arrangement of approved sample	16 hours	86 hours	Trainee will <ul style="list-style-type: none">• Explain the arranging of approved sample from merchandiser.• Demonstrate to use this as a bench mark during production operation wise and measurement wise• Describe regarding the sample operation wise fabric lining and accessories wise etc.	<ul style="list-style-type: none">• Oral• Practical/ Demonstration• MCQs• Written test	At the end of schedule
M9-LU2. Arrangement of trim card			Trainee will <ul style="list-style-type: none">• Explain the arranging method of trim card from merchandising department.• Demonstrate the accessories card and compare the accessories with the customer approved sample• Describe the importance of trims card etc		

M9-LU3. Arrangement of accessories			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the way of arranging of accessories from store on specific formats as per customer order quantity wise and color wise. • Demonstrate the importance of taking material from store after checking and counting. • Describe to keep the accessories in a safe and under control area to avoid any misplace. 		
M9-LU4. Arrangement of raw cutting from cutting			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the way to arrange the raw cutting from cutting department order wise • Demonstrate the way to receive and issue to each worker each bundle and penal accordingly • Describe different scenario to take and distribute the cutting to workers 		

M9-LU5. Teach operation bulletin			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the operation of the garments • Demonstrate the technicality of operations and how to solve if there is any issue. • Describe the operation of garment practically with examples 		
M9-LU6. Set the machine layout as per garment operation			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the formation of machine layout as per garment operations • Demonstrate the importance of layout for getting good results and production with quality. • Describe the wastage of extra movement after setting of machines as per garment operations. 		
M9-LU7. Balance of line			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the work distribution and balance work load to each operator. • Demonstrate the balancing of workers and work to each operation. 		

M9-LU8. Check each operation as per approved sample			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the operations detail as single needle operation or over lock operation. • Demonstrate the working is carried out as per approved sample or not. • Describe all the time to follow the approved sample for stitching 		
M9-LU9. Set the target of each operation			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain how to set the target of each operation as per layout of garment • Demonstrate the target per machine per day. 		
M9-LU10. Achieve the target			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain how to achieve the target • Demonstrate different techniques to achieve targets like balancing of workers and time management. 		
M9-LU11. Help the worker if required			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain how to help them work wise and morale wise • Demonstrate the technical 		

			help		
M9-LU12. Motivate the morale of workers			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the worker if work is going smooth an above expectation then the name of company will be high and ultimately proud for workers • Demonstrate the different motivation ways. 		
M9-LU13. Manage alteration if required			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the rework / alteration of the garment if occur • Demonstrate the rectification ways without any rejection and penal replacement. 		
M9-LU14. Measurement specifications of garments as per customer requirements			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the garment measurements as per customer given specification • Demonstrate how to take measurement with measurement tape. • Describe the variance in actual measurement and customer measurements 		

M9-LU15. Colour combination of garments			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain different option of having color shading • Demonstrate the way to remove the color shading 		
M9-LU16. Establishing report			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the developing of different reports of stitching order wise and quantity wise. • Demonstrate to compare the reports monthly and annually. 		

Module 10 Title: Supervise Finishing and Pressing of garments

Objective of the Module: This module develops competency to get acquaintance with finishing and pressing processes.

Duration: 90 hours

Theory: 10 hours

Practice: 80 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M10-LU1. Trimming of excess thread	10 hours	80 hours	Trainee will <ul style="list-style-type: none"> • Explain the trimming of excess thread on the garment for the presentation of the garment • Demonstrate the cleaning of expose thread • Describe the use of trimmer for thread trimming 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	At the end of schedule
M10-LU2. Button attaching			Trainee will <ul style="list-style-type: none"> • Explain the button attaching with machine at the proper place of the garment • Demonstrate the use of machine and approved button for attaching • Describe the faults if there is any chance to appear before attaching of buttons. 		
M10-LU3. Label attaching			Trainee will <ul style="list-style-type: none"> • Explain the label attaching with garment with machine 		

			<p>as per customer requirement and specification</p> <ul style="list-style-type: none"> • Demonstrate to use the same thread as instructed by the customer on the manual • Describe the exact location of the label attaching 		
M10-LU4. Instruct eyelet / button hole			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the eyelet and its size as per requirement of the customer • Demonstrate the exact location of the eyelet • Describe the thread of the eyelet to us as per instruction from the customer 		
M10-LU5. Manage alteration of the garment			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the alteration work if there occur to perform without damaging or rejection of the garment • Demonstrate the different ways of altering the garments. • Describe the importance of alterations. 		

M10-LU6. Manage pressing and folding			Trainee will <ul style="list-style-type: none"> • Explain the pressing as per customer requirement • Demonstrate the folding and inserting into poly bags processes 		
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Module 11 Title: Supervise and monitor Quality of Product

Objective of the Module: This module develops competency to get acquaintance with the quality of product and quality processes

Duration: 80 hours

Theory: 10 hours

Practice: 70 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M11-LU1. Set the gauge at the machine for proper allowance	10 hours	70 hours	Trainee will <ul style="list-style-type: none">• Explain the setting of gauge at the machine for proper seam allowance• Demonstrate the kinds of gauge,• Describe the benefits of gauges to use	<ul style="list-style-type: none">• Oral• Practical/ Demonstration• MCQs• Written test	At the end of schedule
M11-LU2. Check each and every operation			Trainee will <ul style="list-style-type: none">• Explain the operation bulletin of garment and standardized each operation• Demonstrate the operations seam allowance• Describe the machine and operation in a proper way		
M11-LU3. Stitch Per Inches setting as per customer requirements			Trainee will <ul style="list-style-type: none">• Explain the stitch per inch in a garment as instructed by the customer.• Demonstrate the setting of		

			<p>Stitch per inch on the machine and regularization on each operation</p> <ul style="list-style-type: none"> Describe the thread and stitch per inch 		
M11-LU4. Measurement on each operation			<p>Trainee will</p> <ul style="list-style-type: none"> Explain to do the measurement of garment and understand that it is as per customer specification or not Demonstrate the way to take measurement Describe the use of measurement tape 		
M11-LU5. Manage to avoid colour shading			<p>Trainee will</p> <ul style="list-style-type: none"> Explain the proper using of penal numbers to avoid color shading Demonstrate in a garment each number of penal should be same as number 1 like sleeves number should be 1 and front and back number 1 and cuff and collar should be number 1 on each penal. 		

M11-LU6. Supervise and coordinate inspection			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the inspection standard of garment and to perform the inspection as per customer supplied manual for the garment. • Demonstrate the inspection criteria for specific customer • Describe the 4-point system of garment inspection. 		
M11-LU7. Quality Control (QC) passed sticker attach			<p>Trainee will</p> <ul style="list-style-type: none"> • Explain the attaching of quality control sticker • Demonstrate the exact location of the sticker 		

Module 12 Title: Monitor packing**Objective of the Module:** This module develops competency to get acquaintance and understanding of packing processes.**Duration: 70 hours****Theory: 10 hours****Practice: 60 hours**

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M12-LU1. Sorting of garments size and colour wise	10 hours	60 hours	Trainee will <ul style="list-style-type: none">• Explain the garment sorting customer wise, color wise and size wise as per the instruction given by customer for packing.• Demonstrate how to keep the garment in different carton being sorted already.	<ul style="list-style-type: none">• Oral• Practical/ Demonstration• MCQs• Written test	At the end of schedule
M12-LU2. Tag card attaching			Trainee will <ul style="list-style-type: none">• Explain the attaching of tag card customer wise color wise and size wise with the garment.• Demonstrate the exact location of attaching the tag card with garments• Describe the use of tag gun machine		
M12-LU3. Bar code			Trainee will <ul style="list-style-type: none">• Explain the bar code attaching with the garment or poly bag as instruction of the customer.• Demonstrate the exact location of the pasting of		

attaching			<p>the bar code</p> <ul style="list-style-type: none"> Describe the importance of bar code for customer. 		
M12-LU4. Ratio / solid packing as per customer requirement			<p>Trainee will</p> <ul style="list-style-type: none"> Explain the ratio packing or solid packing as per customer requirement. Demonstrate the solid packing as in one carton 12-garment of this size and color Describe the ratio of packing to pack of 12 garments in one carton as 2-small, 4-medium, 4-large and 2-extar large in red color 		
M12-LU5.Prepare packing list and hand over to merchandiser			<p>Trainee will</p> <ul style="list-style-type: none"> Explain the preparation of packing list customer wise, quantity wise and size wise. Demonstrate the packing list that in one carton how many garments are there in which size and color. Describe the complete information of the orders. 		

Module 13 Title: Development of professionalism**Objective of the Module:** This module develops competency to get acquaintance with professional approach.**Duration: 14 hours****Theory: 4 hours****Practice: 10 hours**

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M13-LU-1 Participate in Training	4 hours	10 hours	Trainee will: <ul style="list-style-type: none">• Explain importance and advantages of getting technical and professional trainings	<ul style="list-style-type: none">• Oral• Practical/ Demonstration• MCQs• Written test	At the end of schedule
M13-LU-2 Interact with colleagues			Trainee will: <ul style="list-style-type: none">• Explain and demonstrate effective communication skills and interaction with colleagues		
M13-LU-3 Consult with experts			Trainee will: <ul style="list-style-type: none">• Explain how to take guidance from experts/seniors		
M13-LU-4 Participate in skill test/ competition			Trainee will: <ul style="list-style-type: none">• Explain the importance of evaluation by skill test/competition for further training and development		

Module 14 Title: Observe occupational health and safety practices

Objective of the Module: This module develops competency to get acquaintance and understanding of health and safety

Duration: 15 hours

Theory: 5 hours

Practice: 10 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M14-LU-1 Observe health, safety and security related procedures	5 hours	10 hours	Trainee will: <ul style="list-style-type: none"> Explain and demonstrate occupation, health and safety practices working at a station 	<ul style="list-style-type: none"> Oral Practical/ Demonstration MCQs Written test 	At the end of schedule
M14-LU-2 Follow workplace health safety and security requirements			Trainee will: <ul style="list-style-type: none"> Explain and demonstrate workplace health, safety and security requirement 		
M14-LU-3 Follow planning , organizing and safe work techniques Identify and evaluate potential hazards			Trainee will: <ul style="list-style-type: none"> Explain about safe work techniques Explain types of hazards on workstation and with in factory i.e. i.e. fire, back joint and neck damage, cutting hazards etc 		

M-14-LU-4 Deal with hazardous or emergency situations			<p>Trainee will:</p> <ul style="list-style-type: none"> • Demonstrate to deal with the hazardous or emergency situations 		
M14-LU-1 Observe health, safety and security related procedures			<ul style="list-style-type: none"> • Demonstrate to deal with the hazardous or emergency situations 		

Module 15 Title: Communicate with co-workers

Objective of the Module: This module develops competency to get acquaintance and understanding of communication with co-workers.

Duration: 15 hours

Theory: 5 hours

Practice: 10 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M15-LU-1 Adopt effective Communication and behaviour with co-workers	5 hours	10 hours	Trainee will: <ul style="list-style-type: none">• Explain about communication channels and its importance for conducive behavior with co-workers	<ul style="list-style-type: none">• Oral• Practical/ Demonstration• MCQs• Written test	At the end of schedule
M15-LU-2 Interpret work related instructions correctly			Trainee will: <ul style="list-style-type: none">• Explain work related instruction correctly		
M15-LU-3 Produce reports and prepare work related documents in a proper form			Trainee will: <ul style="list-style-type: none">• Explain report writing skills as per requirements		

Module 16 Title: Work in a team**Objective of the Module:** This module develops competency to get acquaintance and working in a team.**Duration: 10 hours****Theory: 5 hours****Practice: 5 hours**

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M16-LU-1 Perform duties and responsibilities in a positive manner to promote cooperation and good relationship	5 hours	5 hours	Trainee will: <ul style="list-style-type: none">• Explain job description form and its link with co-workers for good relationship.	<ul style="list-style-type: none">• Oral• Practical/ Demonstration• MCQs• Written test	At the end of schedule
M16-LU-2 Seek assistance from co-workers when difficulties arise and solve through discussion			Trainee will: <ul style="list-style-type: none">• Explain problem solving and conflict resolution techniques		
M16-LU-3 Respect difference in personal beliefs and values during all activities and interactions			Trainee will: <ul style="list-style-type: none">• Explain about ethical standards and social norms which working in a factory		

M16-LU-4 Contribute to group work activities			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain benefits of team work and its application with in factory 		
M16-LU-5 Share information related to group members			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain importance of sharing of information and disadvantages of incorrect information 		
M16-LU-6 Provide support to achieve organizational goals			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain responsibilities to support organizational objectives for better results. 		

Module 17 Title: Manage time

Objective of the Module: To be able to manage time effectively

Duration: 10 hours

Theory: 5 hours

Practice: 5 hours

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M17-LU-1 Manage time to complete the assigned work within the stipulated time frame	5 hours	5 hours	Trainee will: <ul style="list-style-type: none"> • Explain time management and self management skills 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	At the end of schedule
M17-LU-2 Manage work load as required by the management			Trainee will: <ul style="list-style-type: none"> • Explain work load management techniques 		
M17-LU-3 Prioritize tasks in accordance with the importance of the tasks			Trainee will: <ul style="list-style-type: none"> • Explain importance and methods of task prioritization at work place 		
M17-LU-4 Meet the specified deadlines			Trainee will: <ul style="list-style-type: none"> • Explain how to meet the required and specified deadline of a task 		

M17-LU-5 Handle the co-workers using effective time management			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain how to handle co-workers with effective time management for better coordination and productivity 		
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List of Machinery/Equipment/Tools

(For a Class of 25 Students)

NAME OF TRADE	Apparel Supervisor
Duration of Course	6 Months

Sr.No	Nomenclature of Equipment/Tools	Quantity
1	Single needle lock Stitch Machine	25
2	Over lock machine	5
3	Flat lock machine	5
4	Feed-of-the-arm-machine	5
5	Bar tack machine	5
6	Kansai machine	5
7	Button hole machine	5
8	Button attaching machine	5
9	Folder – different machines	25
10	Screw driver (set)	20
11	Tweezers	25
12	L-key	20
14	Scissor	15
15	Measurement Tape	25

List of Consumable Materials

(For a Class of 25 Students)

Sr .No	Name of Material/Items	Quantity/Student	For 25 students
1	Knit fabric / Woven fabric	10 kg	250 kg
2	Thread different types	10 spools	250 spools
3	Needles different types of machines	10 packets	`250 packets
4	Sewing paper for exercises	1 pad	25 pad
5	Buttons (2,4 holes)	6 dozens	150 dozen
6	Sewing machine oil	2 liter	50 liters
7	Cotton Fabric	10 meter	250 meter
8	Board marker	-----	1 packet
9	Duster	-----	2 piece
10	First aid box	-----	1 piece
11	Tailoring chalk	-----	03 boxes
12	Detergent	-----	5 kg
13	Kerosene oil	-----	5 liters
14	Cleaning brush	-----	10 piece
15	Petrol	-----	10 liters

Reference Material

Stitching Machine Operator Manual

Apparel supervisor Manual

Garment Layout

Pattern Sheets

GGT markers

Cutting Plan as per Production Order

Production Order

Stitching Standard

Washing standard

Packing Standard

Handouts for Occupational Health and Safety Standards, Communication Skill, Team work, professionalism and time management.

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