

Syllabus for Boutique Assistant

Course Name	BOUTIQUE ASSISTANT, V2
Course Code	STC -APL /2021 / 0301, V2
Level	3
Occupation	BOUTIQUE ASSISTANT
Job Description	Boutique Assistant oversees daily operations of small retail stores focusing on niche markets. A typical resume sample for Boutique Assistant lists duties such as recruiting and training staff, networking with vendors, ordering supplies, handling the most difficult customer complaints and developing marketing strategies.
Course Duration	Total Duration 390 Hrs (T-60, P-150, OJT-120 and ES-60)
Trainees' Entry Qualification	Grade 10 OR Grade 8 with two year of (NTC/ NAC) after 8 th OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 yrs relevant experience OR Previous relevant Qualification of NSQF Level 2 with one yr experience OR Previous relevant Qualification of NSQF Level 2.5 with 6 months experience
Trainers Qualification	Candidates should have a Degree or Diploma in Fashion Design/Textile Design/Handloom Technology /Garment Technology having 2-5 years relevant experience in practical training jobs in Garment Industry or in handling similar Boutiques or manufacturing units with working knowledge in computer.

Structure of Course:

Module No.	Module name	Outcome	Theory (Hrs)	Practical (Hrs)	Total (Hrs) [Multiple of 30]
1	Workplace Safety	Apply Safe Working Practices	10	20	30
2	Introduction	Explain Boutique, its utility, type and classification.	20	70	90
3	Manufacturing Steps	Outline the various steps in Boutique work	20	40	60
4	Marketing	Explain the importance and functions of marketing, its nature, scope & factors associated with marketing	10	20	30
5.	OJT			120	120
6.	Employability Skill		60	--	60
TOTAL:			120	270	390

Employability Skill: 60Hrs (Provided by NCVET)

OJT: 60 hours (in multiple of 30)

SYLLABUS:

Module No. 1: Workplace Safety

Outcome: Apply Safe Working Practices

Theory Content:

- 1.1. Basic first aid
- 1.3. Safety signs for Dangers and Stop Caution and Personal Safety measures
- 1.4. Safety related to health

Practical Content:

- 1.1 Personal protection in work place
- 1.2 Prevention of accident
- 1.3 Identification of Sickness

Module No. 2: Introduction

Outcome: Explain Boutique, its utility, type and classification.

Theory Content:

- Introduction on Boutique
- Utility of Boutique.
- Classification of boutique work (Fabric print, Batik print, Acid paint, Patchwork, Block print, Appliqué and Zardozi.)
- An idea about the different type of Boutique.
- An idea about showpiece and interior decoration.

Practical Content:

Fabric Print

- Pattern selection
- Drawing
- Colouring
- Finishing and quality checking

Batik print

- Pattern selection
- Construction of structure
- Colouring
- Finishing and quality checking
- Packing

Acid Paint

- Pattern selection
- Dice Making
- Colouring
- Finishing and quality checking.
- Packing

Patchwork

- Pattern selection
- Dice Making
- Colouring

- Finishing and quality checking.

- Packing

Block Paint

- Pattern selection

- Dice Making

- Colouring

- Finishing and quality checking.

- Packing

Appliqué Work

- Pattern selection

- Structure of item selection.

- Colouring

- Finishing and quality checking.

Zardozi

- Design selection.

- Colour selection.

- Finishing and quality checking

Module No. 3: Manufacturing Steps

Outcome: Outline the various steps in Boutique work

Theory Content:

- Basic Steps.
- Pattern of design.
- Colouring.
- Shape by machine or by hand.
- Final structure.
- Show item punching.
- Finishing.
- Quality checking and packing handwork.

Practical Content:

Pen stand, Pencil Box, Flower Vase

- Pattern setting.
- Construction of a final structure
- Colouring (if necessary)
- Eyes and nose punching (if necessary).
- Finishing and quality checking.
- Packing.

Module No. 4: Marketing

Outcome: Explain the importance and functions of marketing, its nature, scope & factors associated with marketing

Theory Content:

- Meaning, Definition, Nature, Scope
- Contribution of Marketing
- Importance and Functions of Marketing
- Factor associated with Marketing

Practical Content:

Wall Hanging, Table Mat

- Structure selection.
- Colouring
- Interior decoration material finishing and quality checking

Bangles (Bala), Ear top, Locket

- Structure selection.
- Colouring
- Ornament finishing and quality checking

Learning Outcome – Assessment Criteria

Module No.	Outcome	Assessment Criteria
1	Apply Safe Working Practices	<p>After completion of this module students will be able to:</p> <ol style="list-style-type: none"> 1.1. Trainees will be able to keep vigilance for potential risks and threats associated with the boutique and types of equipment used like proper initiation and shutdown of the machine(s) at the beginning and closure of the day 1.2. Trainees will be able to ensure the tools and equipment like sewing machines, shear needles, etc. are handled safely 1.3. Trainee will be able to Comply with health and safety-related instructions applicable to the workplace 1.4. Trainees will be able to Use and maintain personal protective equipment as per protocol 1.5. Trainees will be able to Carry out own activities in line with approved guidelines and procedures 1.6. Trainees will be able to Maintain a healthy lifestyle and guard against dependency on intoxicants 1.7. Trainees will be able to Follow environment management system related procedures 1.8. Trainees will be able to Store materials and tools in line with manufacturer s and Cooperative Society/NGO/SHG requirements 1.9. Trainees will be able to use safely handle and move waste and debris 1.10. Trainees will be able to Minimize health and safety risks to self and others due to own actions 1.11. Trainees will be able to Monitor the workplace and work processes for potential risks and threats 1.12. Trainees will be able to Carry out periodic walkthrough to keep the work area free from hazards and obstructions, if assigned 1.13. Trainees will be able to Participate in mock drills/evacuation procedures organized at the workplace 1.14. Trainees will be able to Undertake first aid, fire-fighting and emergency response training, if asked to do so 1.15. Trainees will be able to Take action based on instructions in the event of fire, emergencies or accidents

Module No.	Outcome	Assessment Criteria
		1.16. Trainees will be able to Follow Cooperative Society/NGO/SHG procedures for evacuation when required
2	Explain Boutique, its utility, type and classification.	<p>After completion of this module students will be able to:</p> <p>2.1 Trainees will be able to explain the utility of Boutique.</p> <p>2.2 Trainees will be able to illustrate classification of boutique work (Fabric print, Batik print, Acid paint, Patchwork, Block print, Appliqué and Zardozi)</p> <p>2.3 Trainees will be able to illustrate classification of boutique</p> <p>2.4 Trainees will be able to explain about showpieces and interior decoration.</p>
3	Outline the various steps in Boutique work	<p>After completion of this module students will be able to:</p> <p>Trainees will be able to outline</p> <p>3.1 various steps in Boutique work.</p> <p>3.2 The pattern of design.</p> <p>3.3 Colouring.</p> <p>3.4 Shape by machine or by hand.</p> <p>3.5 Final structure.</p> <p>3.6 Show item punching.</p> <p>3.7 Finishing.</p> <p>3.8 Quality checking and packing handwork.</p>
4	Explain the importance and functions of marketing, its nature, scope & factors associated with marketing	<p>After completion of this module students will be able to:</p> <p>4.1 Trainees will be able to explain meaning, Definition, Nature, Scope of Marketing</p> <p>4.2 Trainees will be able to provide Importance and Functions of Marketing</p> <p>4.3 Trainees will be able to explain Factor associated with Marketing</p>
5	OJT	
6	Employability Skill	

List of Tools, Equipment & materials needed for 30 Trainees (Practical)

S No.	Name of the Tool & Equipment	Specification	Quantity
A. SKETCHING LABORATORY			
1.	Drawing Table with adjustable top.	Tool rack attached	20+1 Nos.
2.	Revolving Chair with back support	Adjustable height	20+1 Nos.
4.	Storage Almirah		1 No.
5.	Adjustable Set square		20+1 Nos.
6.	White Magnetic Board		1 No.
8.	Display board		4 Nos.
9.	Dress forms (dummies)	Children Ladies Gents	2 Nos. each
10.	Tracing table		2 Nos.
11.	Mannequins: Children, Ladies, Gents		2 Nos. each
B. DRAFTING/CUTTING /SEWING ROOM TOOLS & EQUIPMENT			
21.	Scissors	25 cm	20+1 Nos.

22.	Pinking Shears		5 Nos.
23.	Tailors Square		20+1 Nos.
24.	Leg Shaper		20+1 Nos.
25.	Garment Hangers		20+1 Nos.
26.	Screw Driver Set		4 Nos.
27.	Table Sharpener		4 Nos.
28.	Pressing Table		5 Nos.
29.	Blanket for padding of pressing table		5 Nos.
30.	Rubber mat	Size as per requirement	5 Nos.
31.	Sprayer		5 Nos.
32.	Waste Bin	Big / Small	10 Nos.
33.	Pattern Punch		5 Nos.
34.	Pattern Notcher		5 Nos.
35.	Pattern Hanging Stand		4 Nos.
36.	Water Tub	60 cm dia.	1 No.
37.	Stand for hanging dresses		5 Nos.
38.	Trial room with 3 side mirrors	Mirror size 150 cm X 60 cm	1 No.
39.	Electric Automatic steam press		5 Nos.
40.	Sewing Machine	SNLS Industrial model	20+1 Nos.
42.	Pick Glass		5 Nos.
43.	Zigzag Multi-Purpose Machine		1 No.
44.	Machine attachments		As required
45.	Chairs/stools with low backrest	One for each machine	20+1 Nos.
46.	Drafting Table		10 Nos.
56.	Dummy	Lady	2 Nos.
57.	Mannequins	lady	2 Nos.
58.	Mannequins	Kids	2 Nos.
59.	Mannequins	Gents	2 Nos.
48.	Instructor Table		1 No.
49.	Instructor Chair		2 Nos.
50.	Steel Almirah	195 x 90 x 60 cm	2 Nos.

Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Th marks
Apply Safe Working Practices	APL/0301/OC1	30	150
Explain Boutique, its utility, type and classification.	APL/0301/OC2	40	200
Outline the various steps in Boutique work	APL/0301/OC3	50	150
Explain the importance and functions of marketing, its nature, scope & factors associated with marketing	APL/0301/OC4	30	150
Work in real job situation (OJT)	APL/0301/OC5	0	150
Employability Skills- 60 hrs.	DGT/VSQ/N0102	50	0