

Syllabus for Apparel Finishing and Quality Assurance Assistant

Course Name	Apparel Finishing and Quality Assurance Assistant
Sector	APPAREL, MADE-UPS & HOME FURNISHING
Course Code	APL/2023/AFQA/256
Level	3
Occupation	Assistant Finisher (Apparel), Assistant Finisher & Packer (Apparel)
Job Description	A Finisher is to meticulously inspect and refine finished clothing items, ensuring to meet quality standards by removing defects and wrinkles and then carefully prepare them for packaging. Also, they will collaborate with a team of garment production, professional to maintain product quality, handle and maintain finishing equipment and uphold workplace safety and compliance standards.
Course Duration	Total Duration 330 Hrs (T- 60 , P- 150 , OJT-60 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	The candidate should be 10th pass with six years of supervisory experience in relevant trade Or Certificate in relevant trade of minimum 6 months duration with 3 years experience in relevant field Or Diploma of minimum 1-year duration in the relevant trade with 2 years experience in the relevant field Or NTC/NAC in relevant trade with 2 years experience in the relevant field Or Graduate in the relevant trade with 1 year experience in the relevant field

Structure of Course:

Module No.	Module name	Outcome	Theory (Hrs)	Practical (Hrs)	Total (Hrs) [Multiple of 30]
1	Roles and responsibility of Finisher in Apparel Finishers	Explain role of Finisher to ensure product quality, compliance, and safety.	20	40	60
2	Maintain Safe Workspace	Follow safety protocol maintaining safe and hygienic workspace	10	20	30
3	Finishing and Quality Assurance for Apparel Finishers	Perform finishing and quality assurance job by ensuring rectification of faults, categorization of products, management of wastages, meeting customer requirements.	20	70	90
4	Follow organization policies and procedures	Follow organizational policies, procedures, and ethical guidelines within the finisher department, adhering to standards	10	20	30
5.	OJT	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	-	60	60
6.	Employability Skill	As per NCVET guided curriculum	60	--	60
TOTAL:			120	210	330

SYLLABUS:**Module No. 1: Roles and responsibility of Finisher in Apparel Finishers**

Outcome: Explain role of Finisher to ensure product quality, compliance, and safety.

Theory Content:

1. Introduction to the Apparel Sector:
 - a. Overview of the apparel industry
 - b. Importance of each phase in the apparel supply chain
2. Processes of a Finished Product in Apparel Sector:
 - a. Design and conceptualization
 - b. Textile production
 - c. Garment manufacturing
 - d. Quality control and finishing
 - e. Distribution and retail

- f. Marketing and sales
 - g. Consumer use and trends
3. Roles and Responsibilities of a 'Finisher':
- a. Overview of the finisher's role in the production process
 - b. Importance of finishers in ensuring product quality
 - c. Collaboration with other departments
4. Finishing Techniques:
- a. Overview of various finishing techniques
 - b. Techniques for different fabrics and garments
 - c. Importance of precision in finishing
12. Identification of Fabric:
- a. Techniques for identifying different fabrics
 - b. Importance of fabric knowledge in finishing
13. Procedure for Documentation:
- a. Importance of proper documentation in finishing
 - b. Record-keeping procedures
5. Minor Alterations:
- a. Identifying and addressing minor issues in finished products
 - b. Techniques for alterations without compromising quality
7. Maintaining Product Quality:
- a. Importance of quality control in finishing
 - b. Techniques for maintaining consistency
 - c. Addressing common quality issues
6. Packaging Procedure:
- a. Importance of effective packaging in the apparel industry
 - b. Techniques for proper packaging
 - c. Presentation and branding considerations
8. Equipment Maintenance:
- a. Overview of finishing equipment
 - b. Importance of regular maintenance
 - c. Troubleshooting common issues
9. Compliance and Safety:
- a. Overview of industry regulations and standards
 - b. Ensuring a safe working environment
 - c. Role of finishers in compliance
10. Employment Opportunities:
- a. Various career paths for finishers
 - b. Advancement opportunities in the apparel sector

11. Limitations of a Finisher:

- a. Understanding the constraints and challenges in the role
- b. Strategies for overcoming limitations

Practical Content:

1. Identify and Demonstrate Different Fabrics and Materials:

- a. Hands-on experience with various fabrics
- b. Identify the characteristics of different materials

2. Finishing Techniques:

- a. Practical application of finishing techniques
- b. Experimentation with different fabrics

3. Minor Alterations:

- a. Practical sessions on addressing minor issues
- b. Tailoring techniques for alterations

4. Equipment Operation and Maintenance:

- a. Hands-on experience with finishing equipment
- b. Regular maintenance exercises

5. Analyze Fashion Brands:

- a. Study and analysis of popular fashion brands
- b. Explain brand standards and expectations

6. Visit the Retail Store:

- a. Field visit to a retail store
- b. Observation of consumer preferences and trends

7. Procedure to Check Finished Product:

- a. Practical checklist for product inspection
- b. Identifying and rectifying defects

8. How to Pack Finished Products:

- a. Practical sessions on effective packaging
- b. Customizing packaging based on product type

9. Detailed Inspection and Quality Control Measures:

- a. Practical assessments of finishing processes
- b. Identifying and rectifying quality issues

11. Compliance and Safety Practices:

- a. Practical demonstrations of safety measures
- b. Compliance checks and documentation practices

12. Documentation Procedure:

- a. Hands-on experience with documentation tools
- b. Simulated documentation scenarios for real-world application

Tools & Equipment needed : White Board, Marker, Various type of cloth material, Chart for different design in apparel sector

Module No. 2: Maintain Safe Workspace

Outcome:

Follow safety protocol maintaining safe and hygienic workspace

Theory Content:

- Importance of Safety and Security in workspace
- Familiarization with the Security items
- Type of hazards in finishing department and How to overcome them
- Tools and equipment required in finishing department
- Identify and describe different types of machines used in the finisher section
- Describe the procedure for maintenance of tools and equipment
- Apply safe working practices in work area and follow organization procedures
- Maintenance of records related to workplace hygiene and equipment

Practical Content:

- Demonstrate basic first aid
- Use of cleaning equipment and Security items as per procedures
- Use correct handling procedure
- Carryout cleaning as per schedules
- Develop a hygiene protocol for the finisher department
- Demonstrate basic CPR
- Workspace inspection and cleaning techniques
- Hygiene procedures, regular maintenance.
- Recognizing hazards related to company assets
- Process compliance requirements
- Create a maintenance schedule to ensure on going cleanliness
- Safely discard the waste in the specified area
- Implement security measures to prevent theft or unauthorized access to valuable assets.
- Maintain records related to workspace hygiene and equipment maintenance.

Tools & Equipment needed: White Board, Marker, Fire Bucket, First aid box, Scissor, Comb, Plucker

Module No. 3: Finishing and Quality Assurance for Apparel Finishers**Outcome:**

Perform finishing and quality assurance job by ensuring rectification of faults, categorization of products, management of wastages, meeting customer requirements.

Theory Content:**1. Organizing Finished Products:**

- a. Importance of systematic organization in the finishing phase
- b. Strategies for efficient storage and retrieval of finished products

2. Categories of Final Products:

- a. Classifying finished products based on type, size, and quality
- b. Importance of accurate categorization for efficient inventory management

3. Quality Control Rules of Final Products:

- a. Establishing quality control parameters for finished products
- b. Implementing rigorous checks to ensure adherence to quality standards

4. Procedure for Removing Stains with Stain Remover:

- a. Techniques for effectively removing stains from different fabrics
- b. Proper usage and application of stain removers

5. Corrective Measures for Faulty Products:

- a. Procedures for identifying and correcting faults in finished products
- b. Collaborative approaches to problem-solving within the finishing team

6. Procedure for Removing Stains with Stain Remover:

- a. Techniques for effectively removing stains from different fabrics
- b. Proper usage and application of stain removers

7. Enhancing Productivity and Reducing Wastages:

- a. Strategies for improving efficiency in the finishing phase
- b. Techniques to minimize wastage and optimize resources

8. Disposal or Re-use of Wastage Items:

- a. Environmentally responsible disposal methods
- b. Identifying opportunities for reusing or recycling wastage items

9. Weighing Methods of Packed Goods:

- a. Different methods for accurately weighing packed goods
- b. Ensuring consistency in weighing procedures

11. Classification of Goods as Defective:

- a. Criteria for classifying products as defective
- b. Procedures for dealing with defective items

12. Customer Feedback:

- a. Importance of customer feedback in the continuous improvement process
- b. Strategies for gathering and utilizing customer feedback effectively

Practical Content:**1. Procedure for Measurement of Cloth:**

- a. Hands-on experience in measuring cloth accurately
- b. Utilizing standardized measurement techniques

2. Physical Tests of Buttons, Zippers, and Other Accessories:

- a. Conducting pull tests, fatigue tests, and stretch tests
- b. Ensuring the durability and functionality of accessories

3. Fabric Density & Composition Tests:

- a. Performing fabric GSM checks
- b. Verifying stitches per inch (SPI) and material composition

4. Label Verification:

- a. Hands-on inspection of labels for accuracy and compliance
- b. Ensuring proper labelling according to product specifications

5. Packing Final Products:

- a. Practical sessions on efficient and secure product packaging
- b. Application of company packaging standards

6. Identifying and Rectifying Defects:

- a. Simulated scenarios for identifying and rectifying defects

7. Packaging Inspection:

- a. Practical checklist for inspecting packaged products
- b. Ensuring products meet quality and presentation standards

8. Removing Various Stains from Final Products:

- a. Hands-on experience in stain removal techniques
- b. Identifying and addressing different types of stains

Tools & Equipment needed:

Measuring tape, gauge, Testing elastic bands and straps, electronic balance to measure the grams per square meter, Quality standard chart, Stained fabric, Chemicals to remove stain, brushes in various size, Tubs, Irons with Iron Table, Rack, Personal protective equipment, Hanger

Module No. 4: Organization policies and procedures**Outcome :**

Follow organizational policies, procedures, and ethical guidelines within the finisher department, adhering to standards.

Theory Content:**1. Introduction to Organizational Policies and Procedures:**

- a. Significance of organizational policies and procedures.
- b. Overview of their role in maintaining a structured work environment.

2. How to Maintain Inventory:

- a. Introduction to inventory management in the finisher department.
- b. Methods for accurate record-keeping and tracking of materials.

3. Importance of Punctuality and Attendance:

- a. Understanding the impact of punctuality and attendance on organizational efficiency.
- b. Consequences of inconsistent attendance.

4. Basic Policies in an Organization:

- a. Overview of foundational policies governing workplace behavior.
- b. Emphasizing compliance with these policies for a harmonious work environment.

5. Ethical Guidelines and Code of Conduct:

- a. Introduction to ethical considerations in the workplace.
- b. Detailed exploration of the organization's code of conduct

Practical Content:**1. Conduct Role Play Exercises:**

- a. Role-playing scenarios to illustrate the role of a finisher within the organizational context.
- b. Demonstrating effective communication and adherence to policies in practical situations.

2. Record Maintenance in the Finisher Department:

- a. Hands-on experience in maintaining accurate records in the finisher department.
- b. Utilizing organizational templates and procedures for record-keeping.

3. Basic Process to Report to Concerned Authority:

- a. Practical exercises on reporting mechanisms within the organization.
- b. Simulated scenarios to enhance reporting skills.

4. Use Standard Operating Procedures (SOPs):

- a. Applying standard operating procedures in the execution of finishing tasks.
- b. Ensuring adherence to established protocols for consistency and quality

Tools & Equipment needed: White Board and Marker, Inventory register

Module No. 5 : OJT

Outcome: Work in real job situation with special emphasis on basic safety and hazards in this domain

Practical Content:

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for **60 Hours.**)

Module No. 6 : Employability Skills (60 Hrs)**Introduction to Employability Skills**

Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship

Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century

Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills

Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting

Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills

Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion

Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy

Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments

etc.

20. Discuss the legal rights, laws, and aids

Essential Digital Skills

Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship

Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service

Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs

Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Learning Outcome – Assessment Criteria

Module No.	Outcome	Assessment Criteria
1	Explain role of Finisher to ensure product quality, compliance, and safety.	<p>After completion of this module students will be able to:</p> <p>1.1 Explain the role and responsibilities of a Finisher, recognizing their crucial contribution to the product finishing phase</p> <p>1.2 Demonstrate finishing techniques suitable for different fabrics and garments, ensuring precision and quality in the final product</p> <p>1.3 Maintain and enhance product quality, identifying and addressing minor alterations to meet</p>

Module No.	Outcome	Assessment Criteria
		industry standards. 1.4 Operate and maintain finishing equipment effectively 1.5 Demonstrate documentation procedures, contributing to organized and efficient record-keeping in the finishing phase. 1.6 Comply industry compliance and safety standards, ensuring a secure working environment
2	Follow safety protocol maintaining safe and hygienic workspace	After completion of this module students will be able to: 2.1. Maintain a hygienic workspace in the finisher department 2.2. Recognize potential hazards related to company assets in the finisher department 2.3 Apply safety protocols and preventive measures related to potential hazards in the workspace 2.4 Explain the significance of protecting company assets 2.5 Apply hygiene protocols and procedures relevant to the finisher department 2.6 Identify Tools, Equipment related to safety 2.7 Communicate hazards and safety measures clearly and effectively to relevant authorities
3	Perform finishing and quality assurance job by ensuring rectification of faults, categorization of products, management of wastages, meeting customer requirements.	After completion of this module students will be able to: 3.1 Perform accurate cloth measurements using standardized techniques. 3.2 Conduct pull tests, fatigue tests, and stretch tests on buttons, zippers, and other accessories. 3.3 Conducts fabric GSM checks, verifies stitches per inch (SPI), and checks material composition accurately. 3.4 Categorizes final products based on type, size, and quality, 3.5 organize finished products, ensuring efficient storage and retrieval. 3.6 Dispose or re-use wastage items 3.7 Address various types of stains on different fabrics. 3.8 Classify goods accurately as defective, implementing appropriate procedures for managing defective items. 3.9 Packs final products efficiently, following company packaging standards for optimal presentation and security. 3.10 Successfully identifies and rectifies defects

Module No.	Outcome	Assessment Criteria
		through hands-on practical scenarios 3.11 Apply hands-on stain removal techniques effectively, addressing various types of stains on different fabrics
4	Follow organizational policies, procedures, and ethical guidelines within the finisher department, adhering to standards	After completion of this module students will be able to: 4.1 Apply knowledge of inventory management principles to maintain accurate records in the finisher department. 4.2 Utilize appropriate methods for tracking and managing materials effectively. 4.3 Maintain accurate records in the finisher department. 4.4 Apply inventory management principles to maintain accurate records in the finisher department. 4.5 Explain organizational policies, procedures, and ethical guidelines.
5	OJT	Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)
6	Employability Skill	As per guided curriculum

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

Sl No	Items Name	Specification	Qty (In Nos.)
1	White Board		1
2	Marker		As required
3	Various type of cloth material		
4	Chart for different design in apparel sector		2
5	Fire Bucket		2
6	First aid box		2
7	Scissor		10
8	Comb		15
9	Plucker		15
10	Measuring tape		30
11	Gauge		30
12	Testing elastic bands and straps		30
13	Electronic balance to measure the grams per square meter		15
14	Quality standard chart		2

SI No	Items Name	Specification	Qty (In Nos.)
15	Stained fabric		As required
16	Chemicals to remove stain		As required
17	Brushes in various size		10
18	Tubs		10
19	Irons with Iron Table		10
20	Rack		3
21	Personal protective equipment		30
22	Hanger		20
23	Inventory register		30

Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks	Total OJT marks
Explain role of Finisher to ensure product quality, compliance, and safety.	APL/0310/OC1	50	170	0
Follow safety protocol maintaining safe and hygienic workspace	APL/0310/OC2	20	140	0
Perform finishing and quality assurance job by ensuring rectification of faults, categorization of products, management of wastages, meeting customer requirements.	APL/0310/OC3	50	200	0
Follow organizational policies, procedures, and ethical guidelines within the finisher department, adhering to standards	APL/0310/OC4	30	140	0
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	APL/0310/OC5	0	0	150
Employability Skills – 60 Hrs	DGT/VSQ/N0102	50	0	0