

Government of Pakistan  
**National Vocational and Technical Training Commission**

**Prime Minister's Hunarmand Pakistan Program**

"Skills for All"



**Course Contents / Lesson Plan**  
**Course Title:** Pattern Drafting & Cutting  
**Duration:** 3 Months

**Revised Edition**

Trainer Name	
Course Title	<b>Pattern Drafting &amp; Cutting</b>
Objectives and Expectations	<p><b>Employable skills and hands-on practice for Pattern Drafting &amp; Cutting</b></p> <p>This course offers a broad, cross-disciplinary learning experience for students looking to pursue careers in <b>Pattern Drafting &amp; Cutting</b>.</p> <p>The basic objective of this course is to train students to make garments on modern line with perfection and economy for domestic purpose as well as industrial / commercial purpose. To bring awareness in students of modern knowledge and techniques of Pattern Making and Cutting.</p> <p>In this course, students are introduced to key aspects of Pattern Drafting &amp; Cutting in respect of Children garments, Ladies garments and Gents garments along with standard sizes. This course also creates the awareness in students of market and industry demands, to span a wide range of communication in a market platform, development to teamwork and presentation, development of business skill so that they can enter the financial market as strong candidates for beginner to intermediate level Pattern Drafting &amp; Cutting jobs.</p> <p><b><u>Main Expectations:</u></b></p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands-on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training.</p> <ol style="list-style-type: none"> <li>i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session, etc. so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.</li> <li>ii. To materialize the main expectations, a special module on <b><u>Job Search &amp; Entrepreneurial Skills</u></b> has been included in the latter part of this</li> </ol>

course (5<sup>th</sup> & 6<sup>th</sup> month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also form a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.

- iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior in the workplace in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of the Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

To maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational Lectures
- Success Stories
- Case Studies

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and a proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem-solving abilities of the trainees.

#### (i) **Motivational Lectures**

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture. To inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey the message to trainees effectively.
- Personal Story to quote as an example to follow.

- Trainees Fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity, and spark the desire needed for trainees to want to learn more.

The impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for a longer time without boredom and loss of interest because they can see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

Course-related motivational lectures online link is available in **Annexure-II**.

#### **(ii) Success Stories**

Another effective way of motivating the trainees is using Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation, or using a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. The optimum impact is created when the story is revealed in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high-quality videos must be arranged by the training institute)

It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen in **Annexure III**.

#### **(iii) Case Studies**

	<p>Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions.</p> <p>In simple terms, the case study method of teaching uses a real-life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course.</p> <p>Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies be presented to the trainees. The trainer may adopt a PowerPoint presentation or video format for such case studies whichever is deemed suitable but only those cases must be selected that are relevant and of a learning value.</p> <p>The Trainees should be required and supervised to carefully analyze the cases.</p> <p>For this purpose, they must be encouraged to inquire and collect specific information/data, actively participate in the discussions, and intended solutions to the problem/situation.</p> <p>Case studies can be implemented in the following ways: -</p> <ol style="list-style-type: none"> <li>i. A good quality trade-specific documentary ( At least 2-3 documentaries must be arranged by the training institute)</li> <li>ii. Health &amp; Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute)</li> <li>iii. Field visits (At least one visit to a trade-specific major industry/ site must be arranged by the training institute)</li> </ol>
<b>Entry-level of trainees</b>	Middle
<b>Learning Outcomes of the course</b>	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>➤ Interpret Garment Specification</li> <li>➤ Follow the given instruction for garments</li> <li>➤ Identify tools according to their uses</li> <li>➤ Apply pattern manipulation tool basic design</li> <li>➤ Draft the pattern precisely</li> <li>➤ Measure garments accurately</li> <li>➤ Demonstrate an understanding of Draft, Pattern and final Block Making before stitching of dresses</li> <li>➤ Make bodice and skirt draft, pattern and block with latest techniques.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Have enough skill in making pattern of different sizes according to body measurements of ladies and gents.</li> <li>➤ Prepare sleeves, collars and dart shifting according to need and demands of the market.</li> <li>➤ To work efficiently.</li> <li>➤ Know about latest patterns making and cutting techniques.</li> <li>➤ Know about different styles and variations of pattern making.</li> <li>➤ Have knowledge of ladies and gents pattern variations</li> <li>➤ Know about pattern making and work of the industries.</li> <li>➤ Know about how to search and find job opportunities</li> <li>➤ Have enough knowledge to join garment industry/business units</li> <li>➤ demonstrate the ability to establish entrepreneurship</li> <li>➤ Students will demonstrate the ability to communicate effectively both orally and in writing.</li> <li>➤ Students will demonstrate an ability to engage in critical thinking by analyzing situations and constructing and selecting viable solutions to solve problems.</li> <li>➤ Students will demonstrate an ability to work effectively with others.</li> <li>➤ Students will be able to recognize and examine the relationships between inputs and outputs in their related field to make effective and profitable decisions</li> <li>➤ Students will understand how employer characteristics and decision-making at various levels enhance the success of a Pattern Drafting and Cutting enterprise.</li> </ul>
<b>Course Execution Plan</b>	<p>The total duration of the course: <b>3 months (12 Weeks)</b>  Class hours: <b>4 hours per day</b>  Theory: <b>20%</b>  Practical: <b>80%</b>  Weekly hours: <b>20 hours per week</b>  Total contact hours: <b>240 hours</b></p>
<b>Companies offering jobs in the respective trade</b>	<ol style="list-style-type: none"> <li>1. All Garments Manufacturing Factories in Pakistan</li> <li>2. Garments Business Units in Pakistan</li> <li>3. Boutiques</li> <li>4. Garments outlets/Shops</li> <li>5. Garments Buying Offices</li> <li>6. TVET Institutes</li> <li>7. Fashion Houses</li> <li>8. Cottage Industry</li> </ol>
<b>Job Opportunities</b>	<p><b>Opportunities</b> in this field include areas as diverse as Production, Manufacturing, Merchandising, Sales &amp; Marketing and exporting. <b>Careers</b> in these areas have expanded as Pattern Drafting and Cutting in Manufacturing of Garments has become more specialized and technological.</p>

	<ul style="list-style-type: none"> <li>• Asst. Brand Manager</li> <li>• Pattern Master</li> <li>• Cutting Supervisor</li> <li>• Designer Assistant</li> <li>• Jr. Instructor/Teaching Assistant</li> <li>• Domestic Tailoring</li> <li>• Entrepreneurship</li> <li>• Freelancing</li> </ul>
<b>No of Students</b>	25
<b>Learning Place</b>	Classroom / Lab
<b>Instructional Resources</b>	<ul style="list-style-type: none"> <li>• Designing Patterns-A fresh approach to pattern Cutting by Hilory Campbell</li> <li>• Metric Pattern Cutting for Women's Wear by Winifred Aldric</li> <li>• Pattern by Dennic Chunman Lo,</li> <li>• Dress Pattern Designing-The basic principles of Cut and Fit by Natalie Bray</li> <li>• Pattern Making with Stretch Knit Fabrics by Julie Cole</li> <li>• Pattern Cutting and Making Up by Martin Shoben &amp; Janet Ward</li> <li>• How Patterns Work: The Fundamental Principles of Pattern Making and Sewing in Fashion Design By Assembil</li> <li>• Pattern Making for Menswear by Gareth Kershaw</li> <li>• Importance of Pattern Making in Fashion and Apparel Design by Sahitya Karra</li> </ul> <p> <a href="https://angelakane.com/sewing_ebooks/">https://angelakane.com/sewing_ebooks/</a>  <a href="https://www.youtube.com/hashtag/patterncuttingforbeginners">https://www.youtube.com/hashtag/patterncuttingforbeginners</a>  <a href="https://www.youtube.com/watch?v=eBwPW8oknP8">https://www.youtube.com/watch?v=eBwPW8oknP8</a>  <a href="https://www.youtube.com/watch?v=As30cChxJv8">https://www.youtube.com/watch?v=As30cChxJv8</a>  <a href="https://www.youtube.com/watch?v=bcWII_uH5uc">https://www.youtube.com/watch?v=bcWII_uH5uc</a>  <a href="https://www.youtube.com/watch?v=m9x-i-txyfo">https://www.youtube.com/watch?v=m9x-i-txyfo</a>  <a href="https://www.youtube.com/watch?v=ZJKLpbGCU0k">https://www.youtube.com/watch?v=ZJKLpbGCU0k</a>  <a href="https://www.youtube.com/watch?v=202mvOgsOT8">https://www.youtube.com/watch?v=202mvOgsOT8</a>  <a href="https://www.youtube.com/watch?v=ZHfPXblcFco">https://www.youtube.com/watch?v=ZHfPXblcFco</a> </p>

## MODULES

Scheduled Week	Module Title	Learning Units	Remarks
Week 1	Introduction to pattern drafting and pattern instructions	<ul style="list-style-type: none"> <li>• <b>Motivational lecture</b> <i>(for further detail please see page no: 4 &amp; 5)</i></li> <li>• Introduction to Pattern Making</li> <li>• How to make a draft and Pattern</li> <li>• Key of Pattern Making</li> <li>• Pattern Making Tools and Precautions</li> <li>• Interpret Technical Package (Tech Pack) and Garment Specification</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 1</b></li> <li>• <b>Task 2</b></li> </ul> <p style="text-align: center;"><u><i>Details may be seen at Annexure-I</i></u></p>
Week 2	Introduction to pattern drafting and pattern instructions	<ul style="list-style-type: none"> <li>• <b>Success story</b> <i>(for further detail please see page no: 4 &amp; 5)</i></li> <li>• Notches, Grain lines, Center Front, Center Back, Folds, Balance Marks, Seam Allowances, Information Chart</li> <li>• Standard Body Measurements and taking actual body measurement</li> <li>• Prepare Measurement Chart</li> <li>• Compare spec sheet in accordance with Tech Pack</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 3</b></li> <li>• <b>Task 4</b></li> </ul> <p style="text-align: center;"><u><i>Details may be seen at Annexure-I</i></u></p>
Week 3	Basic bodice and skirt block	<ul style="list-style-type: none"> <li>• <b>Motivational lecture</b> <i>(for further detail please see page no: 4 &amp; 5)</i></li> <li>• Basic Body Measurement</li> <li>• Draft and Basic Block</li> <li>• Shaping the waist</li> <li>• Buttons and Button Holes Placing</li> <li>• Facing on Patterns</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 5</b></li> <li>• <b>Task 6</b></li> </ul> <p style="text-align: center;"><u><i>Details may be seen at Annexure-I</i></u></p>



		<ul style="list-style-type: none"> <li>The tailored Skirt Block: <ul style="list-style-type: none"> <li>✓ Required Measurement to draft</li> <li>✓ Draft and Basic Block</li> </ul> </li> </ul>	
<b>Week 4</b>	<b>Basic bodice and skirt block</b>	<ul style="list-style-type: none"> <li><b>Success story</b> <i>(for further detail please see page no: 4 &amp; 5)</i></li> <li>Make draft and pattern of different Kinds of Skirts: <ul style="list-style-type: none"> <li>✓ straight skirt</li> <li>✓ Panel Skirt</li> <li>✓ four gored skirt</li> <li>✓ A-line skirt</li> <li>✓ Skirt with extra flare</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Task 7</b></li> <li><b>1<sup>st</sup> monthly test</b></li> </ul> <p><i><u>Details may be seen at Annexure-I</u></i></p>
	<b>Build your CV</b>	<p>Download professional CV template from any good site (<a href="https://www.coolfreecv.com">https://www.coolfreecv.com</a> or relevant)</p> <ul style="list-style-type: none"> <li>Add Personal Information</li> <li>Add Educational details</li> <li>Add Experience/Portfolio</li> <li>Add contact details/profile links</li> </ul>	
<b>Week 5</b>	<b>Children garments</b>	<ul style="list-style-type: none"> <li><b>Motivational lecture</b> <i>(for further detail please see page no: 4 &amp; 5)</i></li> <li>Make draft and pattern Of A-Line Frock</li> <li>Make Draft and Pattern Of Yolk Frock</li> </ul>	<ul style="list-style-type: none"> <li><b>Task 8</b></li> </ul> <p><i><u>Details may be seen at Annexure-I</u></i></p>
	<b>Create an account profile on Fiverr (at least two gigs) and Upwork</b>	<p>Create an account by following these steps:</p> <p>Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security</p>	
<b>Week 6</b>	<b>Children garments</b>	<ul style="list-style-type: none"> <li><b>Success story</b> <i>(for further detail please see page no: 4 &amp; 5)</i></li> </ul>	<ul style="list-style-type: none"> <li><b>Task 09</b></li> <li><b>Task 10</b></li> <li><b>Mid term</b></li> </ul>

		<ul style="list-style-type: none"> <li>• Make draft and pattern of Body Frock</li> <li>• Make draft and pattern of Umbrella Frock</li> </ul>	<p><u>Details may be seen at Annexure-I</u></p>
Week 7	Sleeves and collar variations (different kinds of sleeves)	<ul style="list-style-type: none"> <li>• <b>Motivational lecture</b> (for further detail please see page no: 4 &amp; 5)</li> <li>• The One Piece Sleeve Block's Required Measurement of draft and procedure of block making</li> <li>• Make a draft and cutting pattern of close fitting sleeve</li> <li>• Make a draft and cutting pattern of padded sleeve.</li> <li>• Make a draft and cutting pattern of sleeve with mock cuff.</li> <li>• Make a draft and cutting pattern of Short Sleeve.</li> <li>• Make a draft and cutting pattern of sleeve with slight flare</li> </ul>	<ul style="list-style-type: none"> <li>• Task 11</li> <li>• Task 12</li> </ul> <p><u>Details may be seen at Annexure-I</u></p>
Week 8	Sleeves and collar variations (different kinds of collars)	<ul style="list-style-type: none"> <li>• <b>Success story</b> (for further detail please see page no: 4 &amp; 5)</li> <li>• Make a draft and cutting pattern of one piece collar</li> <li>• Make a draft and cutting pattern of two piece collar</li> <li>• Make a draft and cutting pattern of stand collar</li> <li>• Make a draft and cutting pattern of peter pan collar</li> <li>• Make a draft and cutting pattern of sailor collar</li> <li>• Make a draft and cutting pattern of grown own collar</li> </ul>	<ul style="list-style-type: none"> <li>• Task 13</li> <li>• Task 14</li> <li>• 2<sup>nd</sup> monthly test</li> </ul> <p><u>Details may be seen at Annexure-I</u></p>

	<b>Create an account profile on Fiverr (at least two gigs) and Upwork</b>	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security	
<b>Week 9</b>	<b>Ladies dress and entrepreneurship skills</b>	<ul style="list-style-type: none"> <li>• <b>Motivational lecture</b> <i>(for further detail please see page no: 4 &amp; 5)</i></li> <li>• Ladies shirt with loose belt shalwar and fitted belt shalwar</li> <li>• Make a draft and basic block of Ladies trouser and its variations (according to size).</li> <li>• Make a draft and cutting pattern of ladies kurta and fitted belt shalwar</li> <li>• Concepts of entrepreneurship; Characteristics and types of entrepreneurs; Entrepreneurial approach; Entrepreneurial opportunities.</li> <li>• Innovations and environment in business sector; Creativity and business ideas; Converting business ideas into business opportunities;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 15</b></li> <li>• <b>Task 16</b></li> <li>• <b>Task 17</b></li> <li>• <b>Task 18</b></li> <li>• <b>Task 19</b></li> </ul> <p><u>Details may be seen at Annexure-I</u></p>
<b>Week 10</b>	<b>Ladies dress and entrepreneurship in pattern drafting and cutting</b>	<ul style="list-style-type: none"> <li>• <b>Success story</b> <i>(for further detail please see page no: 4 &amp; 5)</i></li> <li>• Dart shift in Arm Hole and neck line on Bodice Draft</li> <li>• Dart shift in the waist and side seam on bodice draft</li> <li>• Dart shift in neck opening design on draft</li> <li>• Business plan; Feasibility and concepts of planning</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 20</b></li> <li>• <b>Task 21</b></li> <li>• <b>Task 22</b></li> </ul> <p><u>Details may be seen at Annexure-I</u></p>

		<ul style="list-style-type: none"> <li>• Production plan; Marketing plan; Organizational plan; financial plan and legal issues in business.</li> <li>• Sources of capital; Entrepreneurial ventures; Corporate entrepreneurship;</li> </ul>	
<b>Week 11</b>	<b>Gents dress</b>	<ul style="list-style-type: none"> <li>• <b>Motivational lecture</b> <i>(for further detail please see page no: 4 &amp; 5)</i></li> <li>• Prepare metric / British unit systems conversion charts according to measurement chart.</li> <li>• Develop measurement chart for men as per style and standards.</li> <li>• Draft and cutting pattern of gents shalwar suit</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 23</b></li> <li>• <b>Task 24</b></li> </ul> <p><u>Details may be seen at Annexure-I</u></p>
	<b>How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)</b>	<ul style="list-style-type: none"> <li>• Browse the following website and create an account on each website <ul style="list-style-type: none"> <li>▪ Bayt.com – The Middle East Leading Job Site</li> <li>▪ Monster Gulf – The International Job Portal</li> <li>▪ Gulf Talent – Jobs in Dubai and the Middle East</li> </ul> </li> <li>• Find the handy ‘search’ option at the top of your homepage to search for the jobs that best suit your skills.</li> <li>• Select the job type from the first ‘Job Type’ drop-down menu, next, select the location from the second drop-down menu.</li> <li>• Enter any keywords you want to use to find suitable job vacancies.</li> </ul>	

		<ul style="list-style-type: none"> <li>• On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search.</li> <li>• Search for jobs by: <ul style="list-style-type: none"> <li>▪ Company</li> <li>▪ Category</li> <li>▪ Location</li> <li>▪ All jobs</li> <li>▪ Agency</li> </ul> </li> <li>• Industry</li> </ul>	
<b>Week 12</b>	<b>Gents dress and human resource management in pattern drafting and cutting</b>	<ul style="list-style-type: none"> <li>• <b>Success story</b> <i>(for further detail please see page no: 4 &amp; 5)</i></li> <li>• Draft and cutting pattern of open boys shirt standard size</li> <li>• Self-evaluation; Introduction &amp; significance of HR Recruitment and Selection;</li> <li>• Training and Development; Performance management and Appraisal;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 25</b></li> <li>• <b>Task 26</b></li> <li>• <b>Final term</b></li> </ul> <p><i><u>Details may be seen at Annexure-I</u></i></p>

### Tasks For Certificate in Pattern Drafting and Cutting

Task No.	Task	Description	Week
1.	<b>Interpret Garment Specifications</b>	<ul style="list-style-type: none"> <li>List down all the specifications of garment required for pattern drafting and cutting from the provided Teck Pack.</li> </ul>	<b>Week 1</b>
2.	<b>Interpret Garment Technical Package (Tech Pack)</b>	<ul style="list-style-type: none"> <li>Interpret the given Tech Pack and enlist fabric quality requirement, size chart and packing details size wise and color wise.</li> </ul>	
3.	<b>Add seam allowances</b>	<ul style="list-style-type: none"> <li>Understanding of seam margins/allowances.</li> <li>Add standard seam allowance in the already drafted pattern.</li> </ul>	<b>Week 2</b>
4.	<b>Take Actual Body Measurement</b>	<ul style="list-style-type: none"> <li>Prepare measurement chart by taking actual body measurement.</li> </ul>	
5.	<b>Prepare size chart and basic block for skirt.</b>	<ul style="list-style-type: none"> <li>Enlist the required measurements to prepare basic draft.</li> <li>Prepare measurement chart according to different sizes.</li> <li>Place the Button hole, buttons and facing on draft and pattern.</li> </ul>	<b>Week3</b>
6.	<b>Generate Work Ethics.</b>	<ul style="list-style-type: none"> <li>Generate a report on Institute work ethics and professionalism related to your course</li> </ul>	
7.	<b>Make draft and pattern of different types of skirts.</b>	<ul style="list-style-type: none"> <li>Understanding of importance of hip measurement for drafting</li> <li>Understanding of different types of pleats and their use in skirts</li> <li>Make draft and pattern of four gored skirt, panel skirt and flare skirt.</li> </ul>	<b>Week 4</b>
8.	<b>Make draft and pattern of A Line and yolk frock.</b>	<ul style="list-style-type: none"> <li>Differentiate between A Line and Yolk Frock</li> <li>Understanding of different types of Yolks</li> </ul>	<b>Week 5</b>

		<ul style="list-style-type: none"> <li>• Make draft and pattern of A-line and Yolk Frock.</li> </ul>	
9.	<b>Make draft and pattern of body frock.</b>	<ul style="list-style-type: none"> <li>• Prepare children size chart according to age</li> <li>• Make pattern for short body frock of 3 years age child.</li> </ul>	<b>Week 6 Mid term</b>
10.	<b>Make draft and pattern of umbrella frock</b>	<ul style="list-style-type: none"> <li>• Differentiate between body frock and umbrella frock</li> <li>• Enlist different types of body frocks</li> <li>• Make draft and pattern for umbrella frock of 2 years child.</li> </ul>	
11.	<b>Make one piece sleeve block</b>	<ul style="list-style-type: none"> <li>• Take the measurements and prepare on piece sleeve block.</li> </ul>	<b>Week 7</b>
12.	<b>Make cutting patterns of various types of sleeves</b>	<ul style="list-style-type: none"> <li>• Make draft and cutting patterns of Close fitted, padded and mock cuff sleeves and sleeves with slight flare.</li> </ul>	
13.	<b>Make different basic collars draft and cutting pattern</b>	<ul style="list-style-type: none"> <li>• Enlist basic collar types</li> <li>• Make cutting pattern from draft of one piece collar, two piece collar and Stand collar.</li> </ul>	<b>Week 8</b>
14.	<b>Make different Decorative collars draft and cutting pattern</b>	<ul style="list-style-type: none"> <li>• Enlist Decorative collar types</li> <li>• Make cutting pattern from draft of one piece collar, two piece collar and Stand collar.</li> </ul>	
15.	<b>Make basic draft of Ladies trouser</b>	<ul style="list-style-type: none"> <li>• Prepare size chart of different Trousers according to measurements.</li> <li>• Cut the pattern of trouser draft of medium size.</li> </ul>	<b>Week 9</b>
16.	<b>Make basic draft of Ladies Shalwar</b>	<ul style="list-style-type: none"> <li>• Understanding of different kinds of belt shalwar.</li> <li>• Make draft and cutting pattern of loose and fitted belt shalwar.</li> </ul>	
17.	<b>Make basic draft of Ladies Kurta</b>	<ul style="list-style-type: none"> <li>• Prepare size chart of ladies kurta.</li> <li>• Add loose margins and make cutting patterns of it.</li> </ul>	
18.	<b>How business ideas turn into business opportunities?</b>	<ul style="list-style-type: none"> <li>• Understands key difference between business ideas and business opportunities.</li> <li>• Think about any business idea</li> <li>• Create something new in market</li> <li>• Check innovation in your idea</li> <li>• Predict outcomes</li> </ul>	

19.	<b>Step wise procurement of business.</b>	<ul style="list-style-type: none"> <li>• Demonstrate basic knowledge of business.</li> <li>• Consider any kind of business.</li> <li>• Check it's market value</li> <li>• Devise steps that facilitate your product to consumer.</li> </ul>	
20.	<b>Shifting of dart on bodice block</b>	<ul style="list-style-type: none"> <li>• Understanding of dart shifting</li> <li>• Shift dart on neckline, arm hole and waist of given bodice.</li> </ul>	<b>Week 10</b>
21.	<b>Status of planning before running any business.</b>	<ul style="list-style-type: none"> <li>• Consider yourself as owner</li> <li>• Focus on market activities.</li> <li>• Take opinion from business master.</li> <li>• Make business plan.</li> <li>• Present your plan to any organization who will facilitate you financially. Evaluate all future challenges.</li> </ul>	
22	<b>Trace business showing Pattern Drafting and Cutting entrepreneurship.</b>	<ul style="list-style-type: none"> <li>• Demonstrate entrepreneurship in pattern drafting and cutting.</li> <li>• Take drafted patterns as small business.</li> <li>• Select any organization to sale your commodity.</li> </ul>	
23	<b>Develop measurement chart for Gents Shalwar Suit</b>	<ul style="list-style-type: none"> <li>• Demonstrate the procedure of writing the measurement chart.</li> <li>• Develop Measurement charts for men garments.</li> </ul>	<b>Week 11</b>
24	<b>Make basic draft and pattern of Gents Shalwar Suit</b>	<ul style="list-style-type: none"> <li>• Prepare basic draft and pattern of gents shalwar suit with variations</li> </ul>	
25	<b>Draft and cutting pattern of open boys shirt</b>	<ul style="list-style-type: none"> <li>• Make Draft of open boys shirt standard size</li> <li>• Make cutting pattern of open boys shirt standard size</li> </ul>	<b>Week 12 Final term</b>
26.	<b>Search out top 5 pattern drafting business which have efficient sources of capital for entrepreneurship.</b>	<ul style="list-style-type: none"> <li>• Google the pattern drafting business.</li> <li>• Find out 5 pattern drafting business.</li> <li>• Check their sources of capital.</li> <li>• Estimate their input and outputs. Analyze their debt and credit.</li> </ul>	



Motivational Lectures

---

What is freelancing and how you can make money online - BBCURDU

<https://www.youtube.com/watch?v=9jCJN3Ff0kA>

What Is the Role of Good Manners in the Workplace? By Qasim Ali Shah | In Urdu

<https://www.youtube.com/watch?v=Qi6Xn7yKIIQ>

Hisham Sarwar Motivational Story | Pakistani Freelancer

[https://www.youtube.com/watch?v=CHm\\_BH7xAXk](https://www.youtube.com/watch?v=CHm_BH7xAXk)

21 Yr Old Pakistani Fiverr Millionaire | 25-35 Lakhs a Month Income | Interview

<https://www.youtube.com/watch?v=9WrmYYhr7S0>

Success Story of a 23 Year - Old SEO Expert | How This Business Works | Urdu Hindi Punjabi

<https://www.youtube.com/watch?v=tlQ0CWgszI0>

Failure to Millionaire - How to Make Money Online | Fiverr Superhero Aaliyaan Success Story

<https://www.youtube.com/watch?v=d1hocXWSpus>

**SUGGESTIVE FORMAT AND SEQUENCE ORDER OF MOTIVATIONAL LECTURE.****Mentor**

Mentors are provided an observation checklist form to evaluate and share their observational feedback on how students within each team engage and collaborate in a learning environment. The checklist is provided at two different points: Once towards the end of the course. The checklists are an opportunity for mentors to share their unique perspective on group dynamics based on various team activities, gameplay sessions, pitch preparation, and other sessions, giving insights on the nature of communication and teamwork taking place and how both learning outcomes and the student experience can be improved in the future.

**Session- 1 (Communication):**

Please find below an overview of the activities taking place Session plan that will support your delivery and an overview of this session's activity.

Session- 1 OVERVIEW
<b>Aims and Objectives:</b>
<ul style="list-style-type: none"> <li>• To introduce the communication skills and how it will work</li> <li>• Get to know mentor and team - build rapport and develop a strong sense of a team</li> <li>• Provide an introduction to communication skills</li> <li>• Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving</li> <li>• Gain an understanding of participants' own communication skills rating at the start of the program</li> </ul>

Activity:	Participant Time	Teacher Time	Mentor Time
Intro Attend and contribute to the scheduled.			
Understand good communication skills and how it works.			
Understand what good communication skills mean			
Understand what skills are important for good communication skills			
<b>Key learning outcomes:</b>	<b>Resources:</b>		<b>Enterprise skills developed:</b>
<ul style="list-style-type: none"> <li>• Understand the communication skills and how it works.</li> </ul>	<ul style="list-style-type: none"> <li>• Podium</li> <li>• Projector</li> <li>• Computer</li> <li>• Flip Chart</li> </ul>		<ul style="list-style-type: none"> <li>• Communication</li> <li>• Self Confidence</li> <li>• Teamwork</li> </ul>

<ul style="list-style-type: none"> <li>• Understand what communication skills mean</li> <li>• Understand what skills are important for communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Marker</li> </ul>	
--	--	--

Schedule	Mentor Should do
<b>Welcome:</b> <b>5 min</b>	Short welcome and ask the <b>Mentor</b> to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.
<b>Icebreaker:</b> <b>10 min</b>	Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.
<b>Introduction &amp; Onboarding:</b> <b>20mins</b>	Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following: <ol style="list-style-type: none"> <li>1. Explanation of the program and structure. (Kamyab jawan Program)</li> <li>2. How you will use your communication skills in your professional life.</li> <li>3. Key contacts and key information – e.g. role of teacher, mentor, and SEED. Policies and procedures (user agreements and “contact us” section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and ask everyone to verbally agree. Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm)</li> <li>4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.</li> </ol>
<b>Team Activity Planning:</b> <b>30 minutes</b>	MENTOR: Explain to the whole team that you will now be planning how to collaborate for the first and second collaborative Team Activities that will take place outside of the session. There will not be another session until the next session so this step is required because communicating and making decisions outside of a session requires a different strategy that must be agreed upon so that everyone knows what they are doing for this activity and how. <ul style="list-style-type: none"> <li>• “IDENTIFY ENTREPRENEURS” TEAM ACTIVITY</li> <li>• “BRAINSTORMING SOCIAL PROBLEMS” TEAM ACTIVITY</li> </ul>

	<p><i>As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen.</i></p> <p>Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g. when they want to complete the activities, how to communicate, the role of the project manager, etc. Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this. Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.</p>
<p><b>Session Close:</b> <b>5 minutes</b></p>	<p><b>MENTOR:</b> Close the session with the opportunity for anyone to ask any remaining questions.</p> <p><b>Instructor:</b> Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.</p>

**SUCCESS STORY**

S. No	Key Information	Detail/Description
1.	<b>Self &amp; Family background</b>	<p><b>Irfan</b>, who lives in Lahore, is an example of how hard work and perseverance can reap rich rewards when bidding for projects online.</p> <p>Pattern Drafting works exclusively on an online freelancing platform and has earned, on average, <b>US \$2,000</b> per month for the past several months. But this isn't a story of overnight success – <b>Irfan</b> has had to work hard to differentiate himself and stay true to his goal.</p> <p>It was a full year later, in November 2020, when <b>Irfan</b> finally decided to jump in. He signed up for one of the numerous landowners and people with small projects, like running TVET institutes, buying houses, Garments production units and factory management.</p> <p>He had already started a small business to help pay for his college education, so he was nervous and apprehensive about the decision. “I gave myself two or three months at most. If I didn't succeed, then I would go back to running the business as it was showing potential,” he says.</p> <p><b>If at first, you don't succeed, try try again</b></p>
2.	<b>How he came on board NAVTTC Training/ or got trained through any other source</b>	Certification in Pattern Drafting and Cutting from STEPS (NAVTTC partner institute)
3.	<b>Post-training activities</b>	<p><b>Irfan's</b> area of expertise is in <b>Pattern Drafting and Cutting</b>. But it wasn't so simple. In the first few weeks, he didn't hear back from even a single client, despite pitching for dozens of projects.</p> <p>“I needed to understand what worked, so I read blogs, participated in forums, and analyzed profiles of successful Pattern Drafting men. It was an uphill struggle, but I didn't want to give up,” he explains.</p> <p><b>Irfan</b> says he understands why clients would be apprehensive giving projects to untested <b>Pattern Drafting</b> men. They have hundreds of options to choose from, he explains, and to give a project to someone with no experience requires a strong leap of</p>

		faith
4.	<b>Message to others (under training)</b>	Take the training opportunity seriously Impose self-discipline and ensure regularity Make Hard work pays in the end so be always ready for the same.

**Note:** Success story is a source of motivation for the trainees and can be presented in several ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful trainee of the institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee Audio-video recording that has to cover the above-mentioned points.\*
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning, etc) and narrates his/her story in the teacher's own motivational words.

\* *The online success stories of renowned professional can also be obtained from **Annex-II***

## Workplace/Institute Ethics Guide

---

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

**1. Attendance:**

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

**2. Character:**

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

**3. Team Work:**

The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

**4. Appearance:**

Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

**5. Attitude:**

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

**6. Productivity:**

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

**7. Organizational Skills:**

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

**8. Communication:**

Written communication, being able to correctly write reports and memos.  
Verbal communications, being able to communicate one on one or to a group.

**9. Cooperation:**

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

**10. Respect:**

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.