



MINISTRY OF HUMAN RESOURCES



2023

SECOND EDITION

INDUSTRIAL SKILLS FRAMEWORK APPAREL & FOOTWEAR - MANUFACTURING

In collaboration with:



MALAYSIAN TEXTILE
MANUFACTURERS ASSOCIATION



MALAYSIAN KNITTING
MANUFACTURERS ASSOCIATION



MALAYSIAN FOOTWEAR
MANUFACTURERS ASSOCIATION



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PREFACE

The apparel and footwear manufacturing sector in Malaysia plays a pivotal role in contributing to the country's robust economy. With a rich history in textiles and a well-established presence in the global market, this industry has continued to flourish. In recent years, it has witnessed steady growth driven by evolving consumer preferences, technological advancements, and sustainable practices. Notably, the sector adeptly navigates the competitive market in Malaysia by focusing on product diversification, quality assurance, and cost efficiency.

This approach has not only helped maintain its domestic market share but has also led to increased exports, thereby bolstering the nation's international trade. Moreover, the industry also offers substantial employment opportunities and strongly emphasises innovation through research and development. The capacity to export products to diverse global destinations substantially contributes to the Malaysian economy and our reputation as a manufacturing hub, further demonstrating its significance.

In 2023, a visionary initiative was started with the development of the Industrial Skills Framework for Apparel & Footwear Manufacturing. In collaboration with key industry players and employer associations, this framework addressed the crucial need for nurturing talents within the sector. Facilitated by HRD Corp in partnership with the Malaysian Textile Manufacturers Association (MTMA), Malaysian Knitting Manufacturers Association (MKMA), and Malaysian Footwear Manufacturers' Association (MFMA), the initiative identified critical focus areas. These areas were tackled through a series of workshop sessions, a blend of both physical gatherings and virtual meetings, involving subject matter experts (SMEs).



ACKNOWLEDGEMENT

- SUBJECT MATTER EXPERTS -

We would like to thank all the subject matter experts who have contributed to the development of the Industrial Skills Framework document for the Apparel & Footwear - Manufacturing as below:

NAME	ORGANISATION
DATO SRI TAN THIAN POH	MALAYSIAN TEXTILE MANUFACTURERS ASSOCIATION (MTMA)
TAN SONG SHUI	MALAYSIAN TEXTILE MANUFACTURERS ASSOCIATION (MTMA)
DATO TANG CHONG CHIN	MALAYSIAN KNITTING MANUFACTURERS ASSOCIATION (MKMA)
TAN KUAN CHEE	MALAYSIAN KNITTING MANUFACTURERS ASSOCIATION (MKMA)
CHAN MEI KEEN	MALAYSIAN FOOTWEAR MANUFACTURERS ASSOCIATION (MFMA)
KONG PEK WAN	MX MANIERE SDN BHD
CHAN HUNG KAR	SELANGOR HUMAN RESOURCES DEVELOPMENT CENTER
WONG DYI LIANG	NGAI SEIK LEATHERWAREN SDN BHD & NGAI SEIK SDN BHD
SEOW XING YING	TPI INDUSTRIES SDN BHD
SHIRLEY YEOH	TAN CHONG APPARELS MANUFACTURERS SDN BHD

ACKNOWLEDGEMENT

- SUBJECT MATTER EXPERTS -

We would like to thank all the subject matter experts who have contributed to the development of the Industrial Skills Framework document for the Apparel & Footwear - Manufacturing as below:

NAME	ORGANISATION
TANG CHING LENG	SINWAH INDUSTRIES SDN BHD
WARDAH SIDNI	BUM EQUIPMENT
DIANA ABD RASHID	HY EDAR SDN BHD
DEREK CHANG	WORKWEAR DESIGN AND MARKETING SDN BHD
DATO' ASFAREENA SAMIDON	ARENA CIPTA KLASIK SDN BHD
T. MOHAAN THARUMAN	RISE WIN MARKETING ENTERPRISE
AMY CHIEW	NTH GLOBAL SDN BHD
MICHELLE KOK	HTP SOLES MANUFACTURER SDN BHD
WONG FOONG LENG	GOLDEN ANCHOR SHOES (M) SDN BHD

FOREWORD



**Datuk Wira
Shahul Dawood**

Chief Executive of HRD Corp

As the custodian of Malaysia's human capital development efforts, HRD Corp has always been committed to ensuring that every Malaysian talent and member of the workforce is given the chance to develop their skills and knowledge. Our levy programme and strategic initiatives have been geared towards providing skills training, placement and income-generation opportunities to all Malaysians. This is because we believe these are the fundamentals that can help them grow personally and professionally.

Beyond that, we work closely with our registered employers, businesses and industry players to ensure they have the right training and development pathways to support their employees' career journeys, all while creating avenues to make it easier for them to invest in their workforce. At the same time, we collaborate with Malaysian trainers and training providers to strengthen the country's training and development ecosystem, ensuring that the training community can offer high-quality, industry-relevant current and future work skills.

Given our far-reaching impact and engagement, HRD Corp regularly receives requests for feedback from individuals, businesses, industries and the Government on the status and potential of Malaysia's skills development landscape. We are also often tapped to provide counsel and recommendations on what industry players can do to address skills gaps within their respective industries and provide relevant and high-quality training programmes for their talents.

For these reasons, I am immensely proud to introduce to you the Industrial Skills Framework, a visionary initiative that not only answers the above-mentioned requests, but is also a comprehensive document designed to empower the workforce of today and tomorrow. This remarkable framework is a testament to HRD Corps' unwavering commitment to drive excellence in the industry.

The Industrial Skills Framework serves as a comprehensive guide that not only identifies the critical skills demanded by industries but also outlines the pathways to acquire and enhance these skills. It is a roadmap for individuals seeking to thrive in the modern industrial landscape, and for organisations aiming to remain competitive by nurturing a skilled workforce.

On behalf of HRD Corp, I thank our industry partners and collaborators for their effort and commitment in making the IndSF a reality. I also hope that the IndSF will continue to be the main source of reference for all talents, professionals and leaders as they seek new opportunities and work together to elevate their respective industries.

FOREWORD



**Dato' Sri Tan Thian
Poh**

President of Malaysian
Textile Manufacturers
Association (MTMA)

Chairman of the Federation
of Malaysian Fashion, Textile
and Apparel (FMFTA)

It is with great pleasure and enthusiasm that I extend my warmest greetings to all members, stakeholders, and partners of the Malaysia Textile Manufacturer Association (MTMA). As we embark on a journey into the dynamic and ever-evolving realms of the textile, apparel, and footwear industries, it is essential to recognise the pivotal role that MTMA plays in fostering growth, innovation, and sustainability within this vibrant sector.

The textile, apparel, and footwear industries are not merely components of our economy; they are the threads that weave together the fabric of our nation's progress. MTMA, as a leading force in this domain, stands at the forefront of promoting excellence, fostering collaboration, and driving positive change within the Malaysian textile landscape.

In this era of globalisation and technological advancement, the challenges and opportunities in the textile sector are manifold. It is heartening to witness the dedication and resilience of MTMA in navigating these complexities, ensuring that the industry continues to thrive and contribute significantly to our nation's economic prosperity.

A sincere expression of gratitude is owed to HRD Corp for their unwavering support and commitment to the growth and development of the textile sector. The partnership between MTMA and HRD Corp exemplifies the power of collaboration in fostering a skilled and adaptable workforce. Through their initiatives, HRD Corp has played a pivotal role in equipping our workforce with the knowledge and skills needed to excel in today's competitive global landscape.

As we move forward, let us leverage the strength of our collective efforts, capitalise on emerging opportunities, and address challenges with resilience and innovation. MTMA remains steadfast in its commitment to advancing the interests of its members and contributing to the overall success of Malaysia's textile, apparel, and footwear industries.

In closing, I extend my deepest appreciation to all MTMA members, partners, and stakeholders for their continued dedication and contribution. Together, let us weave a tapestry of success and prosperity for the Malaysian textile industry.

"We can only transform if we have highly skilled employees embrace automation and Industry 4.0 to create a better future for the textile and apparel industry in Malaysia."

Thank you.

FOREWORD



Tan Kuan Chee

President of Malaysian Knitting
Manufacturers Association
(MKMA)

Apparel and footwear is one of the fastest-growing industries, providing employment to millions. The industry faces many challenges due to short production lead time, short product lifecycle, high volatility of market trends, shortages of skilled employees, high level of impulse purchases and quick market response. Today, merely producing quality products and releasing them to the market may not guarantee success.

The industry players must reposition and rejuvenate their role and value in the perception of consumers to sustain and protect their market share. In recent years, Malaysia's apparel and footwear industry has witnessed remarkable advancements, driven by a combination of innovative technologies, creative design, and a strong commitment to quality. Our association, with its rich history and expertise, remains dedicated to fostering an environment of collaboration, knowledge sharing, and best practices. We continue to engage with governmental and non-governmental organisations, advocating for policies and regulations that promote sustainability, ethical production, and the growth of our sector. MKMA serves as a platform for networking and knowledge exchange, providing valuable resources and support to our members.

The IndSF document, which is co-produced by HRD Corp and key industrial players, industry experts and associations, would be able to meet the industry's current needs in terms of core skills and competencies.

IndSF will help the industry evaluate, build, measure and finetune current competency levels and expertise to meet contemporary challenges. Last but not least, MKMA wishes to express its appreciation and gratitude to key industrial players, industry experts and associations -- especially HRD Corp for their collective efforts to accomplish the IndSF.

As we move forward, MKMA is committed to staying at the forefront of industry trends, exploring new opportunities, and adapting to the ever-changing global market. We look forward to working hand in hand with all stakeholders to advance the interests of Malaysia's apparel and footwear sector.

We extend our sincere gratitude to our members, partners, and supporters for their unwavering commitment to our association's mission. Together, we can shape a vibrant and prosperous future for the Malaysian apparel and footwear industry.

FOREWORD



Rachel Foo

President of Malaysian
Footwear Manufacturers
Association (MFMA)

On behalf of the Malaysian Footwear Manufacturers Association (MFMA), I would like to thank all the Subject Matter Experts (SMEs) and HRD Corp for their contribution in developing the IndSF document for Apparel and Footwear Manufacturing.

The Malaysian footwear industry has existed for over 100 years, but it is also clear that it is facing significant challenges in today's rapidly evolving landscape, including fast fashion, automation and an acute shortage of skilled artisans.

There is an absence of dedicated footwear-related courses in Malaysia. This highlights a challenge and the need for specialised training programmes tailored to meet industry demands.

According to the World Footwear Yearbook, 23.9 billion pairs of shoes were produced in 2022, 87% of which are made in Asia. The Asian region not only serves as the world's primary manufacturing hub, but it also accounts for a substantial 53.2% of global footwear consumption. One out of every two shoes is now sold on the Asian continent. This dual role highlights Asia's important position in the global footwear industry.

Therefore, this trend validates the need for specialised training and skills development programmes to continue and improve production capabilities -- further contributing to growth and sustainability towards a human-centric and resilient industry transcending efficiency and productivity objectives.

The IndSF document will guide individuals and employees in making informed decisions about education and certification pathways while identifying the training and upskilling required for their career development.

Once again, we at MFMA wish to express our appreciation and gratitude to the working committee, especially SMEs and HRD Corp, for their collaborative efforts in developing this vital framework. It is a positive step forward for the footwear industry in Malaysia.

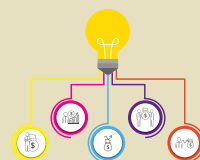
Thank you.

GUIDELINES

This document serves as a **GUIDE** for individuals, employers and training providers on knowledge, experiences and skills mastery in Apparel & Footwear Manufacturing.



The job matrix serves as a **REFERENCE** for career progression within the industry.



The Industrial Skills Framework for Apparel & Footwear Manufacturing will **FOCUS ON** Level 4 of the Malaysian Skill Certification (or its equivalent) and above.



This document focuses on **JOB DESCRIPTIONS, SKILLS AND TRAINING NEEDED** in Apparel & Footwear Manufacturing.



It is a **COMPLEMENTARY DOCUMENT** to existing references developed by the National Occupational Skills Standard (NOSS) and Malaysian Qualifications Framework (MQF).



The Industrial Skills Framework document is **NOT EXHAUSTIVE** and may be **REVIEWED FROM TIME TO TIME** for continuous improvements in parallel with the latest changes within the industry.



About IndSF

Human Resource Development Corporation (HRD Corp) was established in 1993. As an agency under the Ministry of Human Resources, it is responsible for the collection of levy from key industries and the disbursement of training grants to registered employers through its internal mechanisms known as the Human Resources Development Fund (HRDF). Today, it has expanded its role to include training and development programmes for all Malaysian talents and employers, as well as providing income-generating opportunities to all communities in need.

The Industrial Skills Framework (IndSF) was developed by HRD Corp to support the industry in acquiring a skilled workforce that meets the competency level and experience required. The development is supported by the participation of subject matter experts who represent industry associations and employers in the apparel and footwear manufacturing industry. This is done based on the underlying principles below:



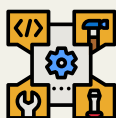
Meet the competency requirements of sectors currently covered under the PSMB Act 2001



Accommodate the needs of in-service workers



Built upon the National Occupational Skills Standard (NOSS)



Focus mainly on Level 4 Malaysian Skill Certification or its equivalent and above



Developed together with the industry and benchmarked against successful framework model(s)

With IndSF, employees and employers have the opportunity to enhance their skills for career progression. The levy utilisation process also becomes more guided as employers can choose from a list of industry-relevant training programmes that can provide a greater return on investment for their company.

SECTORAL INFORMATION

BUSINESS OUTLOOK

INTRODUCTION



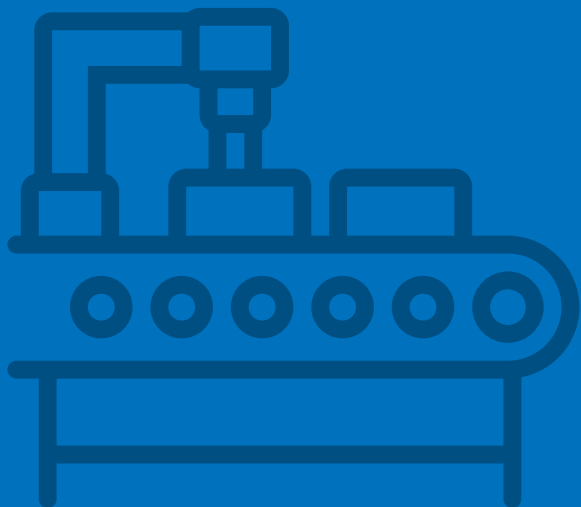
Production and maintenance are vital in Malaysia's apparel and footwear sector, with profound implications for both the industry and the national economy. As a labour-intensive field, production serves as the primary driver of economic growth, generating millions of jobs and substantially contributing to the nation's GDP. Efficiently producing high-quality apparel and footwear products is crucial for maintaining global competitiveness.

Meanwhile, maintenance ensures equipment longevity, minimises downtime, and optimises resource use, safeguarding investments and preserving the reputation of Malaysian products for their reliability and durability. Prioritising production and maintenance underscores the sector's significance, enabling it to thrive, ensure economic stability, and gain international recognition.



SECTORAL INFORMATION

BUSINESS OUTLOOK



Production refers to the core processes involved in creating apparel and footwear products. It encompasses all the activities required to transform raw materials (such as fabrics, leather, and components) into finished clothing items or footwear. This includes cutting, sewing, assembly, quality control, and packaging. Production is the heart of the manufacturing process and plays a central role in meeting market demand, ensuring product quality, and driving the industry's economic contribution.

Maintenance refers to the set of activities and practices aimed at ensuring the proper functioning, reliability, and longevity of machinery, equipment, and facilities used in the production of apparel and footwear. Maintenance activities include routine inspections, repairs, servicing, and preventive measures to prevent breakdowns and downtime. Maintenance is crucial for minimising production disruptions, optimising resource utilisation, and upholding product quality standards. It also contributes to the industry's competitiveness by reducing operational costs and enhancing the efficiency of manufacturing processes.



SECTORAL INFORMATION

BUSINESS OUTLOOK

In the second quarter of 2022, Malaysia's apparel and footwear manufacturing industry contributed RM1.21 billion or 0.3% to the GDP, marking an 11.4% decrease compared to the same period in 2021, as reported by the Ministry of International Trade and Industry (MITI).

This decline can be attributed to multiple factors, including the ongoing COVID-19 pandemic disrupting global supply chains and reduced demand for apparel and footwear, along with the repercussions of the Russia-Ukraine conflict leading to increased energy and transportation costs.

Nevertheless, this sector remains a significant player in Malaysia's economy, employing approximately 3.11% or 70,367 workers within the manufacturing sector. Investments amounted to RM3.23 million in the first half of 2022, with exports reaching RM8.76 billion during the same period. The government actively supports the industry's recovery through financial aid, tax reductions, and international promotion.

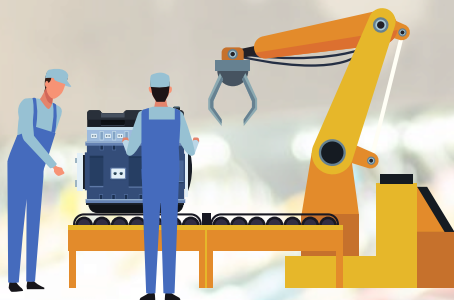
Looking ahead, the outlook for the apparel and footwear manufacturing industry in Malaysia appears optimistic, with expectations of recovery in the subsequent quarters driven by global economic rebound and a growing demand for sustainable and ethical fashion.



Source: Malaysian Investment Development Authority (MIDA), 2023.

SECTORAL INFORMATION

BUSINESS OUTLOOK



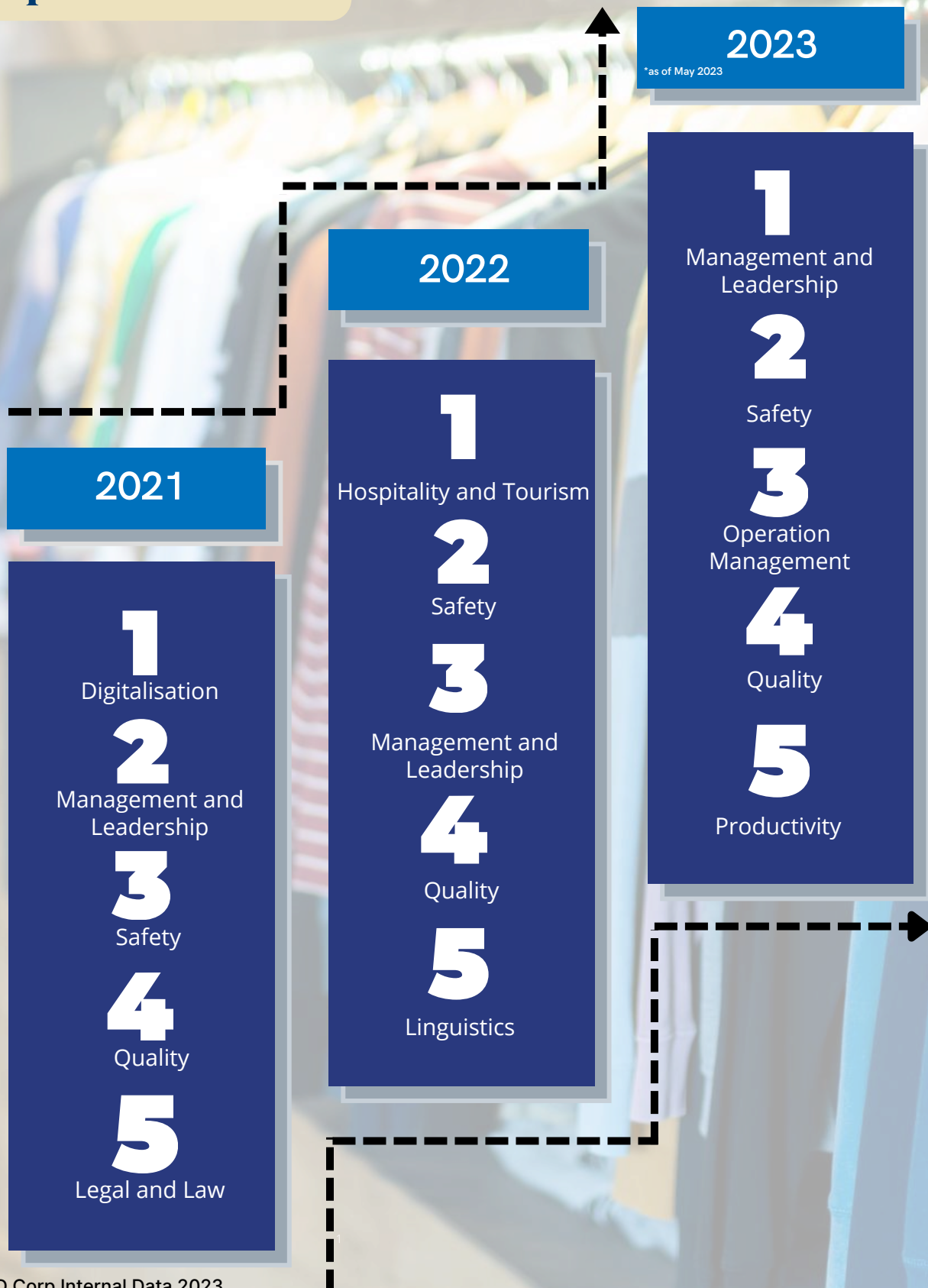
	Total
No. of Registered Employers	116
No. of Employees	3,494
Total Levy Collection (RM)	1,198,733
Total Levy Claimed (RM)	569,824
Percentage of Levy Utilisation	47.5%
Financial Assistance Approved (RM)	653,388
Training Places Approved	829
Trainees Trained	414
Percentage of Professional Training Attended (Professional Certificate)	6.4%

Source: HRD Corp Internal Data 2023

SECTORIAL INFORMATION

BUSINESS OUTLOOK

Top 5 Skill Areas



Source: HRD Corp Internal Data 2023

MOVING FORWARD

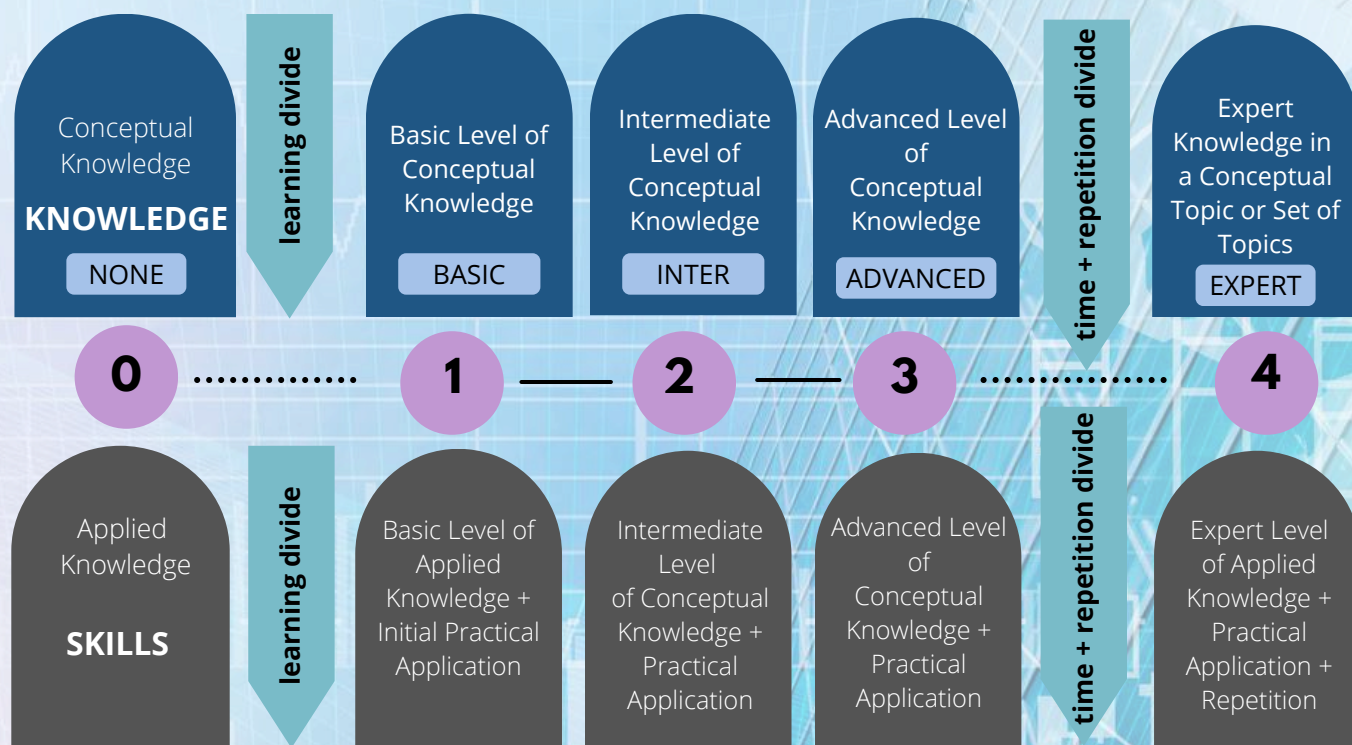
Take the next step to be a part of the Apparel & Footwear - Manufacturing Industry by leveraging the following Skills Framework:



MALAYSIAN OCCUPATIONAL SKILLS QUALIFICATION FRAMEWORK (MOSQF) LEVEL DESCRIPTOR

No	Description
1	Competent in performing a range of varied work activities, most of which are routine and predictable.
2	Competent in performing a significant range of varied work activities in diverse contexts. Activities may be non-routine and require individual responsibility and autonomy.
3	Competent in performing a broad range of varied work activities in diverse contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy. Control or guidance of others is often required.
4	Competent in performing a broad range of complex technical or professional work activities in various contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present. Should possess a higher level of technical skills.
5	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Requires very substantial personal autonomy and significant responsibility for the work of others. Must be able to perform substantial resource allocation. Able to demonstrate personal accountability for analysis and diagnosis, design, planning, execution and evaluation. Requires specialisation in particular technical skills area.
6	Achievement at this level reflects the ability to refine and use relevant understanding, methods and skills to address complex problems with limited definitions. It includes taking responsibility for planning and developing courses of action that reflect substantial change or development, as well as exercising broad autonomy and judgment. It also reflects an understanding of different perspectives, approaches of schools of thought and the theories that underpin them.
7	Achievement at this level reflects the ability to reformulate and use relevant understanding, methodologies and approaches to address problematic situations that involve many interacting factors. It includes taking responsibility for planning and developing courses of action that reflect substantial change or development, as well as exercising broad autonomy and judgment. It also demonstrates an understanding of theoretical and relevant methodological perspectives and how they affect their sub-area of study or work.
8	Achievement at this level reflects the ability to develop original understanding, including within a sub-area of knowledge or professional practice. It reflects the ability to address problematic situations that involve many complexities and interacting factors through initiating, designing and undertaking research, development or strategic activities. It involves exercising broad autonomy, judgment, and leadership when it comes to sharing responsibilities during the development of a field of work or knowledge or when creating substantial professional or organisational change. It also reflects a critical understanding of relevant theoretical and methodological perspectives and how they affect the field of knowledge or work.

REQUIRED COMPETENCY LEVEL (RCL)



LEVEL	INDICATOR	DESCRIPTION
0	None	Denotes a lack of competence in a specific area or topic.
1	Basic	Denotes an understanding of fundamentals and some initial practical application.
2	Intermediate	Denotes a solid conceptual understanding and some practical application.
3	Advanced	Denotes significant conceptual knowledge and practical experience in performing a competency to a consistently high standard.
4	Expert	Denotes extensive knowledge, refined skill and prolonged experience in performing a defined competency at the highest standard.

FOCUS AREA

1

In developing this edition of the Industrial Skills Framework (IndSF) document, emphasis has been placed on two key focus areas: **Production** and **Maintenance** within the Apparel and Footwear Manufacturing Industry. The subsequent details outline the specific departments within both focus areas and the corresponding number of job positions they encompass.

Production

1. Business Development Department
2. Pre-Production / Prototype Making Department
3. Industrial Engineering Department
4. Marker Planning / Production Planning and Control Department
5. Cutting Department *Apparel Manufacturing
6. Cutting Department *Footwear Manufacturing
7. Embroidery Department
8. Printing Department
9. Sewing Department *Apparel Manufacturing
10. Sewing Department *Footwear Manufacturing
11. Assembly Department *Footwear Manufacturing
12. Finishing Department *Apparel Manufacturing
13. Finishing Department *Footwear Manufacturing
14. Production QC Apparel / Footwear Department
15. Warehouse Operation Department

58

Job
Positions

Maintenance

1. Machinery Maintenance Department
2. Facility Maintenance Department

7

Job
Positions



PRODUCTION



IndSF Apparel & Footwear Manufacturing (Production)

23 JOB ROLES

Apparel Manufacturing

Footwear Manufacturing

Apparel & Footwear Manufacturing

Business Development Department

Pre-Production / Prototype Making Department

Industrial Engineering Department

Marker Planning / Production Planning and Control Department

L5

Merchandising Manager

Product Development/ Design Manager

Sample Room/ Garment Tech/ Product Development/ Footwear Production Manager

Industrial Engineering Manager

Production Planning & Control Manager

L4

Merchandising Executive

Designer

Sample/ Prototype Room Executive

Industrial Engineering Executive

Production Planning and Control Executive

L3

Merchandiser

Pattern Maker

Sample / Prototype Making Supervisor

Industrial Engineering Senior Technician

Marker Planning Executive

Production Planning and Control Supervisor

L2

Assistant Merchandiser

Assistant Designer

Sample / Prototype Maker

Industrial Engineering Technician

Cad Cam Operator

Production Planning and Control Assistant

L1

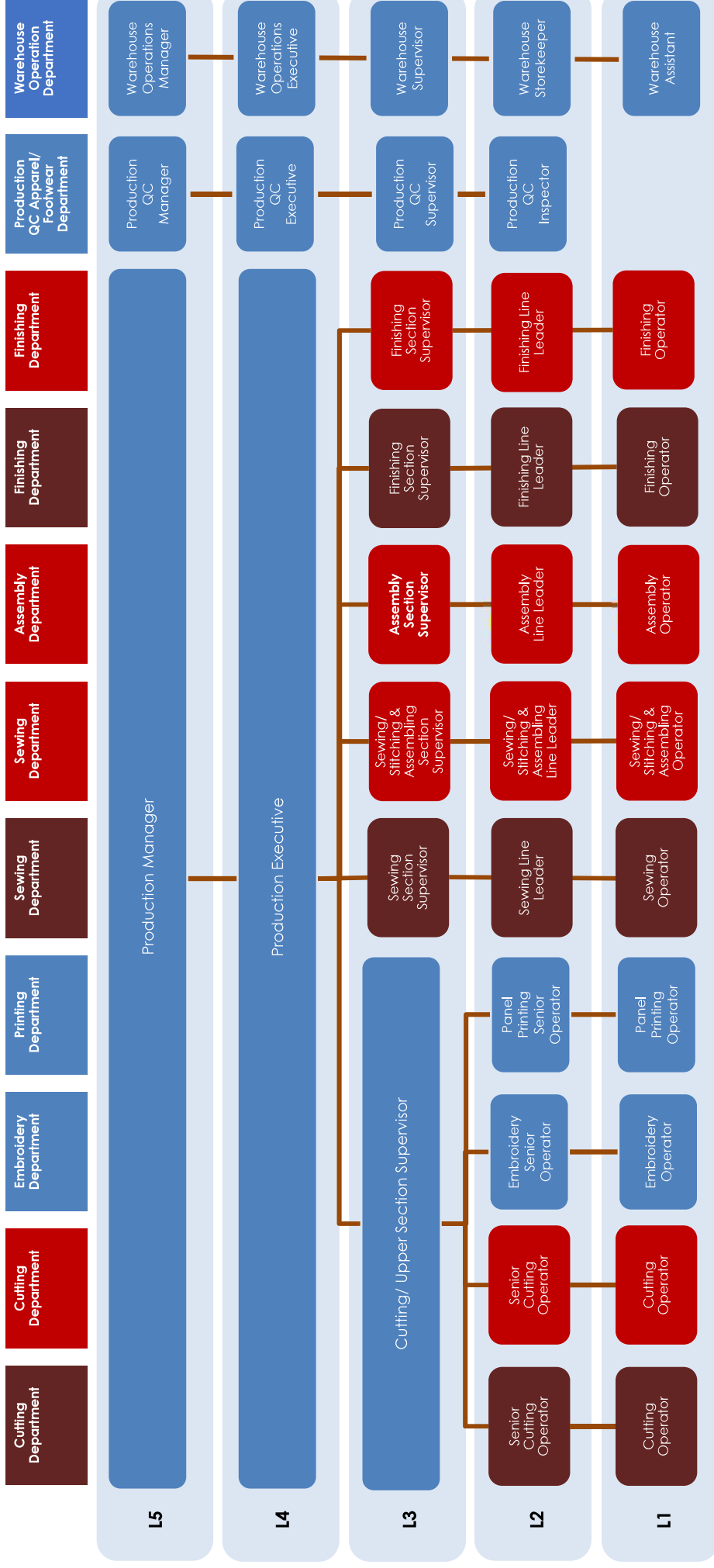
IndSF Apparel & Footwear Manufacturing (Production Cont.)

35 JOB ROLES

Apparel Manufacturing

Footwear Manufacturing

Apparel & Footwear Manufacturing



Focus Area: Production	Sub Focus Area: Business Development
Job Title: Assistant Merchandiser	Level: 2

Job Description

The **Assistant Merchandiser** is responsible for supporting the merchandising team in all aspects of product planning, supplier management, client relations management and procurement. This includes working with buyers to develop assortment plans, tracking inventory levels, and ensuring that products are properly merchandised in stores. The Assistant Merchandiser will also be responsible for generating reports and presentations and providing support to the merchandising team on special projects.

Responsibilities may include:

1. Assist with the development of assortment plans for assigned product categories.
2. Track inventory levels and identify potential stockouts or overstocks.
3. Work with buyers to negotiate prices and terms with suppliers.
4. Prepare and submit purchase orders.
5. Monitor shipments and ensure that products are received on time and in good condition.
6. Merchandise products in stores to ensure that they are properly presented and displayed.
7. Generate reports and presentations on sales, inventory, and trends.
8. Provide support to the Merchandising team on special projects.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good vision

Soft Skills	Competency Level	Recommended Training
1. Communication	2	<ul style="list-style-type: none"> • Intermediate Communication Skills
2. Negotiation	2	<ul style="list-style-type: none"> • Effective Negotiation Skills and Tactic • Negotiation Skills
3. Relationship Building	3	<ul style="list-style-type: none"> • Interpersonal Relationship
4. Time Management	2	<ul style="list-style-type: none"> • Managing Time at the Workplace
5. Problem-Solving	2	<ul style="list-style-type: none"> • Intermediate Problem-Solving
6. Adaptability	2	<ul style="list-style-type: none"> • Change Management • Continuous Learning
7. Analytical Skills	2	<ul style="list-style-type: none"> • Analytical Skills • Critical and Analytical

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
8. Creativity	2	<ul style="list-style-type: none"> Design Thinking Creative Problem-Solving
9. Attention to Detail	2	<ul style="list-style-type: none"> Quality Control and Assurance Visual Inspection and Analysis
10. Customer Focus	2	<ul style="list-style-type: none"> Customer Communication Skills Customer Service

Technical Skills	Competency Level	Recommended Training
1. Product Knowledge	2	<ul style="list-style-type: none"> Product Development Training
2. Quality Awareness	2	<ul style="list-style-type: none"> Product Quality Training
3. Inventory Control	2	<ul style="list-style-type: none"> Inventory Management
4. Calculation on Materials Consumption	2	<ul style="list-style-type: none"> Material Costing
5. 5S	2	<ul style="list-style-type: none"> 5S 7QC Tools
6. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> Safety at Workplace PPE Usage

Focus Area: Production	Sub Focus Area: Business Development
Job Title: Merchandiser	Level: 3

Job Description

The **Merchandiser** is responsible for developing and executing merchandising strategies that meet the needs of our customers and drive sales and profitability. This includes production planning, supplier management, client relations management and procurement. The Merchandiser will also work with suppliers to negotiate contracts and ensure that we have the right products in stock at the right time.

Responsibilities may include:

1. Assist with the development of assortment plans for assigned product categories.
2. Track inventory levels and identify potential stockouts or overstocks.
3. Work with buyers to negotiate prices and terms with suppliers.
4. Prepare and submit purchase orders.
5. Monitor shipments and ensure that products are received on time and in good condition.
6. Merchandise products in stores to ensure that they are properly presented and displayed.
7. Generate reports and presentations on sales, inventory, and trends.
8. Provide support to the merchandising team on special projects.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good vision

Soft Skills	Competency Level	Recommended Training
1. Communication	3	<ul style="list-style-type: none"> • Cross Culture Communication Skills • Customer Communication Skills • Effective Communication Skills • Intermediate Communication Skills
2. Negotiation	3	<ul style="list-style-type: none"> • Effective Negotiation Skills and Tactic • Negotiation Skills
3. Relationship Building	3	<ul style="list-style-type: none"> • Interpersonal Relationship
4. Time Management	3	<ul style="list-style-type: none"> • Managing Time at the Workplace
5. Problem-Solving	3	<ul style="list-style-type: none"> • Intermediate Problem-Solving

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Problem-Solving and Decision-Making Skills
6. Adaptability	3	<ul style="list-style-type: none"> • Change Management • Continuous Learning Training
7. Analytical Skills	3	<ul style="list-style-type: none"> • Analytical Skills • Critical and Analytical
8. Creativity	3	<ul style="list-style-type: none"> • Design Thinking • Creative Problem-Solving
9. Attention to Detail	3	<ul style="list-style-type: none"> • Quality Control and Assurance • Visual Inspection and Analysis
10. Customer Focus	3	<ul style="list-style-type: none"> • Customer Communication Skills • Customer Service

Technical Skills	Competency Level	Recommended Training
1. Product Knowledge and Costing	3	<ul style="list-style-type: none"> • Product Development Training • Product Costing
2. Awareness on Quality	3	<ul style="list-style-type: none"> • Product Quality Training
3. Inventory Control	3	<ul style="list-style-type: none"> • Inventory Management Training
4. Calculation on Materials Consumption	3	<ul style="list-style-type: none"> • Material Costing
5. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools
6. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Safety at Workplace • PPE Usage

Focus Area: Production	Sub Focus Area: Business Development
Job Title: Merchandising Executive	Level: 4

Job Description

The **Merchandising Executive** is responsible for developing and executing merchandising strategies that meet the needs of our customers and drive sales and profitability. This includes developing product assortments, pricing, promotions, and marketing plans. The Merchandising executive will also work with suppliers to negotiate contracts and ensure that we have the right products in stock at the right time.

Responsibilities may include:

1. Develop and execute merchandising strategies that meet the needs of our customers and drive sales and profitability.
2. Develop product assortments that meet the needs of our customers and are profitable for the company.
3. Price products competitively and ensure that our prices are aligned with our target market.
4. Develop and execute promotional plans that drive sales and traffic.
5. Work with suppliers to negotiate contracts and ensure that we have the right products in stock at the right time.
6. Monitor inventory levels and ensure that we are not overstocked or understocked.
7. Analyse sales data and trends to identify opportunities for improvement.
8. Work with other departments, such as marketing and sales, to ensure that our merchandising efforts are aligned with the overall business goals.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	<ul style="list-style-type: none"> • Advanced Listening • Effective Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal • Advanced Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Effective Communication Skills • Cross Culture Communication Skills
4. Problem-Solving and Decision-Making Skills	3	<ul style="list-style-type: none"> • Problem-Solving and Decision-Making Skills • Intermediate Industrial Relation • Productivity Management
5. Counselling Skills	2	<ul style="list-style-type: none"> • Basic Counselling Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
6. Leadership Skills	3	<ul style="list-style-type: none"> • Middle Management Leadership • Change Management • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Train-the-Trainer (TTT) by PSMB*
7. Management Skills	3	<ul style="list-style-type: none"> • Leadership and Management Skills • Production Cost Management

Technical Skills	Competency Level	Recommended Training
1. Product Knowledge and Costing	3	<ul style="list-style-type: none"> • Product Development Training • Product Costing
2. Awareness on Quality	3	<ul style="list-style-type: none"> • Product Quality Training
3. Inventory Control	4	<ul style="list-style-type: none"> • Inventory Management training
4. Calculation on Materials Consumption	4	<ul style="list-style-type: none"> • Material Costing
5. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools
6. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at Workplace • PPE Usage • Compliance to Regulations under Occupational Safety and Health Act • Occupational Health Coordinator (OHC) by NIOSH*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Business Development
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Job Title: Merchandising Manager	Level: 5
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Job Description

The **Merchandising Manager** is responsible for developing and executing merchandising strategies that drive sales and profitability. This includes working with vendors to source and negotiate product pricing, developing, and implementing marketing plans, and managing inventory levels. The Merchandising Manager also works closely with the sales team to ensure that customers are satisfied with the product selection and presentation.

Responsibilities may include:

1. Develop and execute merchandising strategies that drive sales and profitability.
2. Work with vendors to source and negotiate product pricing.
3. Develop and implement marketing plans.
4. Manage inventory levels.
5. Work closely with the sales team to ensure that customers are satisfied with the product selection and presentation.
6. Analyse sales data to identify trends and opportunities.
7. Stay up to date on industry trends and best practices.
8. Prepare reports and presentations for senior management.
9. Prepare forecast planning for Open to Buy (OTB).

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	<ul style="list-style-type: none"> Effective Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> Interpersonal Interpersonal Excellence Programme* Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> Effective Communication Skills Cross Culture Communication Skills Business Etiquette Customer Service
4. Problem-Solving Skills	4	<ul style="list-style-type: none"> Problem-Solving Advanced Industrial Relation Productivity Management
5. Decision-Making Skills	4	<ul style="list-style-type: none"> Decision-Making Basic Data Analytics
6. Leadership Skills	4	<ul style="list-style-type: none"> High Management Leadership Change Management

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIIAST* • Team Building • Train-the-Trainer (TTT) by PSMB* • Basic Counselling Skills
7. Management Skills	4	<ul style="list-style-type: none"> • Leadership and Management Skills • Production Cost Management • Risk Management • Report Review
8. Human Resource	2	<ul style="list-style-type: none"> • HR for Non-HR Personnel
9. Marketing Skills	4	<ul style="list-style-type: none"> • Advance Sales and Marketing

Technical Skills	Competency Level	Recommended Training
1. Data Analysis and Planning for Report	4	<ul style="list-style-type: none"> • Advance Microsoft Excel
2. Cost Structure Comply	4	<ul style="list-style-type: none"> • Advance Budgeting and Cost Control
3. Materials, Accessories and Usage of Fabrics Knowledge	4	<ul style="list-style-type: none"> • Product Development • Material Costing
4. Product Knowledge and Costing	4	<ul style="list-style-type: none"> • Product Development Training • Product Costing
5. Awareness on Quality	4	<ul style="list-style-type: none"> • Product Quality Training
6. Inventory Control	4	<ul style="list-style-type: none"> • Inventory Management training
7. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none"> • Safety at Workplace • PPE Usage • Safety Presentation • Hazard and Emergency Response Team • Compliance to Regulations under Occupational Safety and Health Act • NIOSH Certification in SHO*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none">• Occupational Health Coordinator (OHC) by NIOSH*
8. 5S Internal Audit	3	<ul style="list-style-type: none">• 5S Internal Audit• 7QC Tools

Focus Area: Production	Sub Focus Area: Business Development and Pre-Production / Prototype Making
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Job Title: Assistant Designer	Level: 2
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Job Description

The **Assistant Designer** is tasked with producing mood boards, models, and patterns, sketching ideas by hand, or using programs, investigating product characteristics, and designing graphic materials for illustration. They are also responsible for updating on trends, designing, and sewing custom garments and accessories for clients. They support the design and development processes, working closely with the business development team to create design concepts and assist in pre-production and prototype-making activities.

Responsibilities may include:

1. Assist to develop footwear / apparel concepts and sketches.
2. Create technical drawings and specifications for prototypes.
3. To coordinate with merchandiser and sample room department for prototype making and design in term of material sourcing and production.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good vision

Soft Skills	Competency Level	Recommended Training
1. Communication	2	<ul style="list-style-type: none"> • Basic Communication Skills • Cross Culture Communication Skills • Customer Communication Skills • Effective Communication Skills
2. Teamwork	2	<ul style="list-style-type: none"> • Team Building • Team Building and Motivation • Teams' Development
3. Problem-Solving	2	<ul style="list-style-type: none"> • Basic Problem-Solving Skills • Problem-Solving and Decision-Making Skills
4. Attention To Detail	2	<ul style="list-style-type: none"> • Quality Control and Assurance • Visual Inspection and Analysis

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
5. Time Management	2	<ul style="list-style-type: none"> Managing Time at The Workplace Time and Motion Observation Skills
6. Flexibility	2	<ul style="list-style-type: none"> Agile Methodology Change Management
7. Creativity	2	<ul style="list-style-type: none"> Design Thinking Creative Problem-Solving

Technical Skills	Competency Level	Recommended Training
1. Design Software	2	<ul style="list-style-type: none"> Adobe Illustrator Adobe Photoshop Shoemaster Training* LECTRA Training* CAD CAM Training*
2. Sketching / Drawing	3	<ul style="list-style-type: none"> SKM Level 3: Women Apparel and Men's Tailor Training
3. Raw Material Knowledge	2	<ul style="list-style-type: none"> Material Understanding Training
4. Fashion Design and Construction Principles	4	<ul style="list-style-type: none"> Pattern Making Training Basic Measurement Size Grading and Conversion
5. 5S Internal Audit	3	<ul style="list-style-type: none"> 5S Internal Audit 7QC Tools
6. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> Safety at Workplace PPE Usage

Focus Area: Production	Sub Focus Area: Business Development and Pre-Production / Prototype Making
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Job Title: Designer	Level: 3
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Job Description

The **Designer** is responsible for developing new footwear / apparel designs, from concept to prototype. They work closely with the Business Development team to identify market trends and customer needs, and with the Pre-Production / Prototype Making team to ensure that designs are feasible and can be produced efficiently.

Responsibilities may include:

1. Conduct market research and identify new trends in footwear / apparel design.
2. Develop footwear / apparel concepts and sketches.
3. Create technical drawings and specifications for prototypes.
4. Liaise with client to propose design sketching.
5. To coordinate with merchandiser and sample room department for prototype making and design in term of material sourcing and production.
6. Assist with the development of marketing materials, such as look books and product sheets.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good vision

Soft Skills	Competency Level	Recommended Training
1. Communication	3	<ul style="list-style-type: none"> • Cross Culture Communication Skills • Customer Communication Skills • Effective Communication Skills • Intermediate Communication Skills
2. Teamwork	3	<ul style="list-style-type: none"> • Team Building and Motivation • Teams' Development
3. Problem Solving	3	<ul style="list-style-type: none"> • Intermediate Problem-Solving • Problem-Solving and Decision-Making Skills
4. Attention To Detail	3	<ul style="list-style-type: none"> • Quality Control and Assurance • Visual Inspection and Analysis

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
5. Time Management	3	<ul style="list-style-type: none"> Managing Time at The Workplace Time and Motion Observation Skills
6. Flexibility	3	<ul style="list-style-type: none"> Agile Methodology Change Management
7. Creativity	3	<ul style="list-style-type: none"> Design Thinking Creative Problem-Solving

Technical Skills	Competency Level	Recommended Training
1. Design Software	3	<ul style="list-style-type: none"> Adobe Illustrator Adobe Photoshop Shoemaster Training* LECTRA Training* CAD CAM Training*
2. Sketching / Drawing	3	<ul style="list-style-type: none"> SKM Level 3: Women Apparel and Men's Tailor Training SKM Level 4: Women Apparel and Men's Tailor Training
3. Raw Material Knowledge	3	<ul style="list-style-type: none"> Basic Understanding on The Material
4. Fashion Design and Construction Principles	4	<ul style="list-style-type: none"> Pattern Making Training Basic Measurement Size Grading and Conversion
5. 5S	2	<ul style="list-style-type: none"> 5S 7QC Tools
6. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> Safety at Workplace PPE Usage

Focus Area: Production	Sub Focus Area: Business Development and Pre-Production / Prototype Making
Job Title: Product Development / Design Manager	Level: 5

Job Description

The **Product Development / Design Manager** is responsible for leading the product development process for footwear / apparel products. They work closely with the Business Development team to identify market trends and customer needs, and with the Pre-Production / Prototype Making team to ensure that designs are feasible and can be produced efficiently.

Responsibilities may include:

1. Conduct market research and identify latest trends in footwear / apparel design.
2. Review and approve footwear / apparel concepts and sketches.
3. Work with suppliers to source materials and components.
4. Inspect and test prototypes to ensure quality and compliance with specifications.
5. Communicate with production team to ensure smooth prototype development and production.
6. Manage a team of designers and other product development professionals.
7. Set and track KPIs for product development team.
8. Work with cross-functional teams to ensure that products meet the needs of all stakeholders.
9. Represent the company at trade shows and industry events.

Soft Skills	Competency Level	Recommended Training
1. Communication	4	<ul style="list-style-type: none"> • Cross Culture Communication Skills • Customer Communication Skills • Effective Communication Skills • Advance Communication Skills
2. Leadership	4	<ul style="list-style-type: none"> • High Management Leadership • Change Management • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Train-the-Trainer (TTT) by PSMB* • Basic Counselling Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
3. Decision-Making	4	<ul style="list-style-type: none"> Decision-Making Basic Data Analytics
4. Problem-Solving	4	<ul style="list-style-type: none"> Problem-Solving Advanced Industrial Relation Productivity Management
5. Time Management	4	<ul style="list-style-type: none"> Managing time at the Workplace
6. Flexibility	4	<ul style="list-style-type: none"> Agile Methodology Change Management
7. Creativity	4	<ul style="list-style-type: none"> Design Thinking Creative Problem-Solving
8. Interpersonal Skills	4	<ul style="list-style-type: none"> Interpersonal Advanced Interpersonal Excellence Programme* Emotional Intelligence*

Technical Skills	Competency Level	Recommended Training
1. Design Software	3	<ul style="list-style-type: none"> Adobe Illustrator Adobe Photoshop Shoemaster Training* LECTRA Training* CAD CAM Training*
2. Sketching / Drawing	3	<ul style="list-style-type: none"> SKM Level 3: Women Apparel and Men's Tailor Training SKM Level 4: Women Apparel and Men's Tailor Training
3. Raw Material Knowledge	3	<ul style="list-style-type: none"> Basic Understanding on The Material Training
4. Fashion Design and Construction Principles.	4	<ul style="list-style-type: none"> Pattern Making Training Basic Measurement Size Grading and Conversion Training
5. Analytical Skills	3	<ul style="list-style-type: none"> Critical and Analytical
6. Budgeting	2	<ul style="list-style-type: none"> Budgeting and Costing Finance for Non-Finance Personnel Budget and Planning Management Costing Budget Management

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
7. Research and Development	3	<ul style="list-style-type: none">• Research Methodology• Innovation and Creativity• Technology Trend Analysis
8. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none">• Safety at Workplace• PPE Usage• Safety Presentation• Hazard and Emergency Response Team• Compliance to Regulations under Occupational Safety and Health Act• NIOSH Certification in SHO*• Occupational Health Coordinator (OHC) by NIOSH*
9. 5S Internal Audit	3	<ul style="list-style-type: none">• 5S Internal Audit• 7QC Tools

Focus Area: Production	Sub Focus Area: Pre-Production / Prototype Making
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Job Title: Assistant Pattern Maker	Level: 2
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Job Description

The **Assistant Pattern Maker** is responsible for assisting the Senior Pattern Maker in the creation of patterns for apparel / footwear and accessories. This includes working with designers to understand their vision, creating flat patterns, draping patterns on a dress form, and grading patterns for different sizes. The Assistant Pattern Maker will also be responsible for maintaining pattern files and creating technical packs for production.

Responsibilities may include:

1. Assist the Senior Pattern Maker in the creation of patterns for apparel / footwear and accessories.
2. Work with designers to understand their vision and create flat patterns.
3. Drap patterns on a dress form and create slopers.
4. Grade patterns for different sizes.
5. Maintain pattern files.
6. Create technical packs for production.
7. Other duties as assigned.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good vision

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills • Effective Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Skills • Intermediate Interpersonal Relations Programme*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language Programme for Conversation
4. Problem-Solving Skills	2	<ul style="list-style-type: none"> • Intermediate Problem-Solving • Basic Industrial Relations

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Fashion Design and Construction Principles.	3	<ul style="list-style-type: none">• Pattern Making Training• Basic Measurement• Size Grading and Conversion
2. Proficiency in Computer-Aided Design (CAD) Software.	3	<ul style="list-style-type: none">• CAD Software Training*• Online CAD Courses*• CAD Certification Programs*
3. 5S	2	<ul style="list-style-type: none">• 5S• 7QC Tools
4. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none">• Safety at Workplace• PPE Usage

Focus Area: Production	Sub Focus Area: Pre-Production / Prototype Making
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Job Title: Pattern Maker	Level: 3
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Job Description

The **Pattern Maker** is responsible for creating patterns for the production of clothing, footwear, and other accessories. The Pattern Maker will work closely with designers and production staff to ensure that patterns are accurate, efficient, and meet the needs of the company.

Responsibilities may include:

1. Create patterns for clothing, footwear, and other accessories using a variety of methods, including computer-aided design (CAD) and traditional drafting techniques.
2. Work closely with designers to understand their vision for a product and translate that vision into a workable pattern.
3. Communicate effectively with production staff to ensure that patterns are accurate and can be easily followed.
4. Stay up to date on the latest trends in fashion and technology to ensure that patterns are produced in a timely and efficient manner.
5. Maintain a clean and organised work area.
6. Follow all company policies and procedures.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good vision

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills • Effective Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Skills • Intermediate Interpersonal Relations Programme*
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language in Conversation and Writing • Understanding Of Diversification in Culture • Cross-Cultural Communication Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
4. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Basic Problem-Solving Skills • Intermediate Problem-Solving • Problem-Solving and Decision-Making Skills
5. Supervisory Skills	3	<ul style="list-style-type: none"> • Intermediate Supervisory Skills • Productivity Management • Team Building and Motivation
6. Coaching and Mentoring	3	<ul style="list-style-type: none"> • Coaching and Mentoring • Train-the-Trainer (TTT) by HRD Corp* • Intermediate Leadership • On-the-Job Facilitator Skills* • National Dual Training Scheme • (NDTS) Coaches by CIIAST*

Technical Skills	Competency Level	Recommended Training
1. Fashion Design and Construction Principles	4	<ul style="list-style-type: none"> • Pattern Making Training • Basic Measurement • Size Grading and Conversion
2. Proficiency In Computer-Aided Design (CAD) Software	4	<ul style="list-style-type: none"> • Shoemaker Training (Footwear Manufacturing) * • CAD Software Training* • Online CAD Courses* • CAD Certification Programs*
3. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools
4. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Safety at Workplace • PPE Usage

Focus Area: Production	Sub Focus Area: Pre-Production / Prototype Making
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Job Title: Sample / Prototype Maker	Level: 2
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Job Description

The **Sample Maker / Prototype Maker** is responsible for the construction of sample garments. This includes cutting, sewing, assembling, and finishing garments according to specified requirements. Sample Makers must have a strong understanding of garment construction, fabric types, and sewing techniques. They must also be able to work independently and meet deadlines.

Responsibilities may include:

1. Construct sample garments according to specified requirements.
2. Cut fabric using patterns and markers.
3. Sew garments using sewing machines and hand sewing techniques.
4. Assemble garments by hand or with machines.
5. Finish garments by pressing, trimming, and adding labels.
6. Communicate with designers, sample coordinators, and production staff to ensure that sample garments meet expectations.
7. Troubleshoot problems and make adjustments to garments as needed.
8. Maintain a clean and organised work area.
9. Follow all safety procedures.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good vision

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Basic Listening Skills • Effective Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Skills • Interpersonal Relationship
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language Programme for Conversation
4. Problem-Solving Skills	2	<ul style="list-style-type: none"> • Intermediate Problem-Solving • Basic Industrial Relations

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Garment Construction, Fabric Type, and Sewing Techniques Understanding	3	<ul style="list-style-type: none">• Sewing Skills• Paper Pattern Skills
2. Machine Operation	2	<ul style="list-style-type: none">• Basic Sewing Machine Operation
3. Machine Handling	2	<ul style="list-style-type: none">• Basic Sewing Machine Maintenance and Troubleshooting
4. 5S	2	<ul style="list-style-type: none">• 5S• 7QC Tools
5. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none">• Safety at Workplace• PPE Usage

Focus Area: Production	Sub Focus Area: Pre-Production / Prototype Making
Job Title: Sample / Prototype Making Supervisor	Level: 3

Job Description

The **Sample / Prototype Making Supervisor** is responsible for the overall management of the sample-making department. This includes overseeing the production of samples, ensuring that they meet quality standards, and working with customers to ensure their satisfaction. The Sample / Prototype Making Supervisor also plays a key role in developing new products and improving existing processes.

Responsibilities may include:

1. Oversee the production of samples, including planning, scheduling, and coordinating the work of sample makers.
2. Ensure that samples meet quality standards and are delivered on time.
3. Work with customers to understand their needs and requirements, and to develop samples that meet their expectations.
4. Develop new products and improve existing processes.
5. Train and develop sample makers.
6. Maintain accurate records of sample production.
7. Comply with all relevant safety and quality standards.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good vision

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills • Effective Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Skills • Intermediate Interpersonal Relations Programme*
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language in Conversation and Writing • Understanding Of Diversification in Culture • Cross-Cultural Communication Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
4. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Basic Problem-Solving Skills • Intermediate Problem-Solving • Problem-Solving • Problem-Solving and Decision-Making Skills • Problem-Solving Skills
5. Supervisory Skills	3	<ul style="list-style-type: none"> • Intermediate Supervisory Skills • Productivity Management • Team Building and Motivation
6. Coaching and Mentoring	3	<ul style="list-style-type: none"> • Coaching and Mentoring • Train-the-Trainer (TTT) by HRD Corp* • Intermediate Leadership • On-the-Job Facilitator Skills* • National Dual Training Scheme • (NDTS) Coaches by CIAST*

Technical Skills	Competency Level	Recommended Training
1. Garment Construction, Fabric Type, and Sewing Techniques Understanding	4	<ul style="list-style-type: none"> • Sewing Skills • Paper Pattern Skills
2. Machine Operation	3	<ul style="list-style-type: none"> • Basic Sewing Machine Operation
3. Machine Handling	3	<ul style="list-style-type: none"> • Basic Sewing Machine Maintenance and Troubleshooting
4. Stitching Quality Analysis	4	<ul style="list-style-type: none"> • Defects Analysis
5. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools
6. 5S	2	<ul style="list-style-type: none"> • 5S • 7QC Tools
7. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Safety at Workplace • PPE Usage

Focus Area: Production	Sub Focus Area: Pre-Production / Prototype Making
Job Title: Sample / Prototype Room Executive	Level: 4

Job Description

The **Sample / Prototype Room Executive** is responsible for the overall management of the sample room, including the coordination of sample production, the maintenance of sample inventory, and the provision of sample support to designers, engineers, and other stakeholders.

Responsibilities may include:

1. Coordinate the production of samples, from the development of patterns and specifications to the final fitting and approval of samples.
2. Maintain an accurate inventory of samples, including the tracking of sample sizes, colours, and materials.
3. Provide sample support to designers, engineers, and other stakeholders, including the creation of sample mock-ups, the provision of raw materials, and the coordination of sample fittings.
4. Stay up to date on industry trends and best practices in sample making.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills • Effective Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Skills • Intermediate Interpersonal Relations Programme*
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language in Conversation and Writing • Understanding Of Diversification in Culture • Cross-Cultural Communication Skills
4. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Basic Problem-Solving Skills • Intermediate Problem-Solving • Problem-Solving

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Problem-Solving and Decision-Making Skills
5. Supervisory Skills	4	<ul style="list-style-type: none"> • Intermediate Supervisory Skills • Productivity Management • Team Building and Motivation
6. Coaching and Mentoring	4	<ul style="list-style-type: none"> • Coaching and Mentoring • Train-the-Trainer (TTT) by HRD Corp* • Intermediate Leadership • On-the-Job Facilitator Skills* • National Dual Training Scheme • (NDTS) Coaches by CIAST*

Technical Skills	Competency Level	Recommended Training
1. Garment Construction, Fabric Type, and Sewing Techniques Understanding	4	<ul style="list-style-type: none"> • Sewing Skills • Paper Pattern Skills
2. Machine Operation	3	<ul style="list-style-type: none"> • Basic sewing Machine Operation
3. Machine Handling	3	<ul style="list-style-type: none"> • Basic Sewing Machine Maintenance and Troubleshooting
4. Stitching Quality Analysis	4	<ul style="list-style-type: none"> • Defects Analysis
5. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools
6. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at Workplace • PPE Usage • Compliance To Regulations Under Occupational Safety and Health Act • Occupational Health Coordinator (OHC) by NIOSH*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Pre-Production / Prototype Making
Job Title: Sample Room / Garment Tech / Product Development / Footwear Production Manager	Level: 5
Job Description	

The **Sample Room / Garment Tech / Product Development / Footwear Production Manager** plays a key role in the Pre-Production / Prototype Making Department. They are responsible for managing and overseeing the sample room operations, garment technology, product development, or footwear production processes. They ensure efficient coordination between departments, timely delivery of samples and prototypes, and adherence to quality and production standards.

Responsibilities may include:

1. Manage and oversee the sample room operations to operate efficiently, including sample development, fitting, and revisions.
2. Oversee the garment / footwear technology processes, including pattern making, grading, and garment / footwear construction.
3. Work with cross-functional teams to ensure that products meet the needs of all stakeholders.
4. Ensure adherence to industry-standard garment / footwear construction techniques and quality standards.
5. Set and track KPIs (Key Performance Indicator) for Pre-Production / Prototype Making Department team.
6. Foster a positive and collaborative work environment by providing leadership and guidance by promoting teamwork and cross-departmental collaboration.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	<ul style="list-style-type: none"> • Effective Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Effective Communication Skills • Cross Culture Communication Skills • Business Etiquette • Customer Service
4. Problem-Solving Skills	4	<ul style="list-style-type: none"> • Problem-Solving • Advanced Industrial Relation • Productivity Management
5. Decision-Making Skills	4	<ul style="list-style-type: none"> • Decision-Making

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Basic Data Analytics
6. Leadership Skills	4	<ul style="list-style-type: none"> High Management Leadership Change Management Coaching and Mentoring National Dual Training Scheme (NDTS) Coaches by CIAST* Team Building Train-the-Trainer (TTT) by PSMB* Basic Counselling Skills
7. Management Skills	4	<ul style="list-style-type: none"> Leadership and Management Skills Production Cost Management Risk Management Report Review
8. Human Resource	3	<ul style="list-style-type: none"> HR for Non-HR Personnel
9. Marketing Skills	4	<ul style="list-style-type: none"> Advance Sales and Marketing

Technical Skills	Competency Level	Recommended Training
1. Garment / Footwear Construction, Fabric Type, and Sewing Techniques Understanding	4	<ul style="list-style-type: none"> Sewing Skills Pattern-Know-How
2. Machine Operation	4	<ul style="list-style-type: none"> Advanced Sewing Machine Operation
3. Machine Handling	4	<ul style="list-style-type: none"> Advanced Sewing Machine Maintenance and Troubleshooting
4. Stitching Quality Analysis	4	<ul style="list-style-type: none"> Defects Analysis
5. Technical Report Writing Skills	4	<ul style="list-style-type: none"> Technical Specification
6. Design Software	3	<ul style="list-style-type: none"> Adobe Illustrator Adobe Photoshop Shoe Master LECTRA Training CAD CAM Training
7. 5S Internal Audit	3	<ul style="list-style-type: none"> 5S Internal Audit 7QC Tools

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
8. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none">• Safety at Workplace• PPE Usage• Compliance to Regulations under Occupational Safety and Health Act• Occupational Health Coordinator (OHC) by NIOSH*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Industrial Engineering
Job Title: Industrial Engineering Technician	Level: 2
Job Description	
<p>An Industrial Engineering Technician is designated to assist Industrial Engineering Senior Technician to provide technical support and services in the development of production methods, facilities and systems, and the planning, estimating, measuring, and scheduling of work.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Carry out time motion study to determine best method and time to perform each task efficiently. 2. Determine Standard Minute Value (SMV) rate for each task. 3. Collect and analyse data and samples. 4. Observe worker using equipment to verify that equipment is being operated and maintained according to SOP. 5. Perform others task assigned by superior. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Good vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Skills • Interpersonal Relationship
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language Programme for Conversation
4. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Basic Problem-Solving Skills
5. Supervisory Skills	1	<ul style="list-style-type: none"> • Basic Supervisory Skills • Team Building and Motivation • Conflict Management
6. Time and Motion Observation Skills	3	<ul style="list-style-type: none"> • Time and Motion Observation Skills • Mathematics

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Microsoft Office	2	<ul style="list-style-type: none">• Basic Word and Excel
2. Troubleshoot on the Machine and Output of the Material	3	<ul style="list-style-type: none">• Basic Machine Maintenance and Troubleshooting
3. Machine Operation	3	<ul style="list-style-type: none">• Intermediate Machine Operation• Intermediate Machine Operation Procedure
4. 5S	2	<ul style="list-style-type: none">• 5S• 7QC Tools
5. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none">• Safety at Workplace• PPE Usage

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Industrial Engineering
Job Title: Industrial Engineering Senior Technician	Level: 3

Job Description

An **Industrial Engineering Senior Technician** is designated to provide technical support and services in the development of production methods, facilities and systems, and the planning, estimating, measuring, and scheduling of work.

Responsibilities may include:

1. Verify time motion study to determine best method and time to perform each task efficiently.
2. Prepare SOP for training purposes.
3. Determine Standard Minute Value (SMV) rate for each task.
4. Analyse and verify data and samples.
5. Assist in planning work assignments in accordance with worker performance, machine capacity, production schedules, and anticipated delays.
6. Assist in developing manufacturing and processing procedures and variables, set machine or equipment controls, oversee production, and inspect processes.
7. Observe worker using equipment to verify that equipment is being operated and maintained according to quality assurance standards.
8. Analyse effectiveness of safety systems or procedures.
9. Analyse engineering design problems.
10. Analyse technical data, designs, or preliminary specifications.
11. Perform others task assigned by Superior.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good vision
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills • Effective Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Skills • Intermediate Interpersonal Relations Programme
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language in Conversation and Writing

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Understanding of Diversification in Culture Cross Culture Communication Skills
4. Problem-Solving Skills	3	<ul style="list-style-type: none"> Intermediate Problem-Solving Basic Industrial Relation
5. Supervisory Skills	2	<ul style="list-style-type: none"> Intermediate Supervisory Skills Productivity Management Team Building and Motivation
6. Coaching and Mentoring	3	<ul style="list-style-type: none"> Coaching and Mentoring Train-the-Trainer (TTT) by PSMB* Intermediate Leadership On-the-Job Facilitator Skills* National Dual Training Scheme (NDTS) Coaches by CIAST*

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> Advanced Machine Operation Advanced Machine Operation Procedure C141-002-3:2017: Aplikasi Kejuruteraan Industri Pengeluaran Pakaian*
2. 5S Internal Audit	3	<ul style="list-style-type: none"> 5S Internal Audit 7QC Tools
3. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> Safety at Workplace PPE Usage Compliance to Regulations under Occupational Safety and Health Act Occupational Health Coordinator (OHC) by NIOSH*
4. Microsoft Office	3	<ul style="list-style-type: none"> Intermediate Word and Excel

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
5. Troubleshoot on the Machine and Output of the Material	3	<ul style="list-style-type: none">Machine Maintenance and Troubleshooting
6. Production Planning	2	<ul style="list-style-type: none">Production Planning and ControlProduction Cost Control

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Industrial Engineering
Job Title: Industrial Engineering Executive	Level: 4

Job Description

An **Industrial Engineering Executive** is designated to assist industrial engineering manager to plan utilisation of facilities, equipment, materials, and personnel to improve efficiency of operations. The person also performs limited management activities.

Responsibilities may include:

1. Study functional statements, organisation charts, and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication.
2. Analyse work force utilisation, facility layout, and operational data.
3. Recommend methods for improving worker efficiency and reducing waste of materials and utilities.
4. Communicate with management and engineering staff to implement plans and recommendations.
5. Analyse engineering design problems.
6. Evaluate data and draft reports to validate or indicate deviations from existing standards.
7. Assist in monitoring and control company or department budget.
8. Resolve work-related problems.
9. Coordinate in hiring and training needs in the department.
10. Prepare various types of reports; and
11. Perform others task assigned by superior.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> Advanced Listening Effective Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> Interpersonal Advanced Interpersonal Excellence Programme* Emotional Intelligence*
3. Communication Skills	3	<ul style="list-style-type: none"> Effective Communication Skills Cross Culture Communication Skills
4. Problem-Solving and Decision-Making Skills	4	<ul style="list-style-type: none"> Problem-Solving and Decision-Making Skills Intermediate Industrial Relation Productivity Management
5. Leadership Skills	3	<ul style="list-style-type: none"> Middle Management Leadership Change Management Coaching and Mentoring

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> National Dual Training Scheme (NDTS) Coaches by CIAST* Team Building Train-the-Trainer (TTT) by PSMB*
6. Management Skills	3	<ul style="list-style-type: none"> Leadership and Management Skills Production Cost Management
7. Analytical Skills	4	<ul style="list-style-type: none"> Analytical Skills Statistical Process Control (SPC)*
8. Human Resource	2	<ul style="list-style-type: none"> HR for Non-HR Personnel

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	4	<ul style="list-style-type: none"> Advanced Machine Operation Advanced Machine Operation Procedure
2. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none"> Safety at Workplace PPE Usage Safety Presentation Hazard and Emergency Response Team Compliance to Regulations under Occupational Safety and Health Act NIOSH Certification in SHO* Occupational Health Coordinator (OHC) by NIOSH*
3. Microsoft Office	4	<ul style="list-style-type: none"> Advanced Word, PowerPoint, and Excel Microsoft Office Professional in Word, PowerPoint, and Excel*
4. Production Planning	3	<ul style="list-style-type: none"> Production Planning and Control Production Cost Control C141-002-4:2018: Pengoptimuman

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		Kejuruteraan Industri Pembuatan Pakaian*
5. Management System Manual, Policy, Procedures and Work Instruction Development	3	<ul style="list-style-type: none"> • ISO Awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*
6. Budgeting and Cost Control	3	<ul style="list-style-type: none"> • Budgeting and Costing • Finance for Non-Finance Personnel
7. Process Flow	4	<ul style="list-style-type: none"> • Value Stream Mapping*
8. Troubleshoot on the Process	4	<ul style="list-style-type: none"> • Value Stream Mapping*
9. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Industrial Engineering
Job Title: Industrial Engineering Manager	Level: 5

Job Description

An **Industrial Engineering Manager** is designated to plan utilisation of facilities, equipment, materials, and personnel to improve efficiency of operations. The person also performs a wide range of management activities.

Responsibilities may include:

1. Study lead time and customer order information to achieve resources optimisation.
2. Communicate with production and other relevant departments to implement plans and recommendations.
3. Recommend action plan (best industry practice) to achieve resources optimisation.
4. Design or improve systems for the physical distribution of goods and services.
5. Approve and endorse reports to validate or indicate deviations from existing standards.
6. Plan, organise and develop quality improvement activities.
7. Perform other task assigned by top management.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	<ul style="list-style-type: none"> Advanced Effective Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> Interpersonal Interpersonal Excellence Programme* Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> Advance Effective Communication Skills Cross Culture Communication Skills Business Etiquette Customer Service
4. Problem-Solving Skills	4	<ul style="list-style-type: none"> Problem-Solving Advanced Industrial Relation Productivity Management
5. Decision-Making Skills	4	<ul style="list-style-type: none"> Decision-Making Basic Data Analytics
6. Leadership Skills	4	<ul style="list-style-type: none"> High Management Leadership Change Management Coaching and Mentoring National Dual Training Scheme (NDTS) Coaches by CIAST*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Team Building • Train-the-Trainer (TTT) by PSMB* • Basic Counselling Skills
7. Management Skills	4	<ul style="list-style-type: none"> • Leadership and Management Skills • Production Cost Management • Risk Management • C141-002-5:2018 Pengurusan Kejuruteraan Industri Pembuatan Pakaian*
8. Human Resource	3	<ul style="list-style-type: none"> • HR for Non-HR Personnel
9. Marketing Skills	2	<ul style="list-style-type: none"> • Basic Sales and Marketing

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	4	<ul style="list-style-type: none"> • Advanced Machine Operation • Advanced Machine Operation Procedure
2. Production Planning and Control	4	<ul style="list-style-type: none"> • Production Planning and Control • Basic Automation and IR4.0
3. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none"> • Safety at Workplace • PPE Usage • Safety Presentation • Hazard and Emergency Response Team • Compliance to Regulations under Occupational Safety and Health Act • NIOSH Certification in SHO* • Occupational Health Coordinator (OHC) by NIOSH*
4. Microsoft Office	4	<ul style="list-style-type: none"> • Advanced Word, PowerPoint, and Excel • Microsoft Office Professional Certification*
5. Management System Manual, Policy,	4	<ul style="list-style-type: none"> • ISO Awareness Quality (ISO 9001), Environmental

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
Procedures and Work Instruction Development		(ISO 14001), Occupational Health and Safety (ISO 45001)*
6. Budgeting	4	<ul style="list-style-type: none"> Budgeting and Costing Finance for Non-Finance Personnel
7. Energy, Sustainability and Governance (ESG)	4	<ul style="list-style-type: none"> Energy Management, Sustainability and Circular Economy Overall Equipment Effectiveness (OEE)
8. Review and Endorsement of Operation SOP	4	<ul style="list-style-type: none"> Total Quality Management (TQM) Quality Management System (QMS) Lean Manufacturing
9. Industry 4.0	4	<ul style="list-style-type: none"> Smart Manufacturing for Apparel and Footwear RFID
10. 5S Internal Audit	3	<ul style="list-style-type: none"> 5S Internal Audit 7QC Tools

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Marker Planning / Production Planning and Control
Job Title: CAD CAM Operator	Level: 2
Job Description	
<p>The CAD CAM Operator is responsible for using computer-aided design and computer-aided manufacturing software to create and modify patterns and markers for footwear / apparel products. They work closely with marker planners and production planners to ensure that patterns and markers are accurate and meet the company's quality standards.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Use CAD CAM software to create and modify patterns and markers for footwear / apparel products. 2. Work closely with marker planners and production planners to ensure that patterns and markers are accurate and meet the company's quality standards. 3. Communicate with other relevant departments to ensure that patterns and markers meet the needs of the entire production process. 4. Troubleshoot problems with CAD CAM software and patterns and markers. 5. Stay up to date on the latest CAD CAM software and technologies. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good eyesight • Not colour blind • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation

Technical Skills	Competency Level	Recommended Training
1. CAD CAM Software	2	<ul style="list-style-type: none"> • Basic CAD CAM Software Training*
2. Basic Measurement	2	<ul style="list-style-type: none"> • Measurements Training
3. Materials Recognition	2	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement • Basic Materials Knowledge

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
4. 5S	2	<ul style="list-style-type: none">• 5S Awareness• 5S Housekeeping
5. Environmental Compliance	2	<ul style="list-style-type: none">• Waste Handling
6. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none">• Safety at the Workplace• PPE Usage• OSHA Act

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Marker Planning / Production Planning and Control
Job Title: Marker Planning Executive	Level: 3
Job Description	
<p>The Marker Planning Executive in the footwear / apparel manufacturing industry is responsible for creating efficient marker plans and optimising material utilisation for production. They play a key role in the Marker Planning / Production Planning and Control Department, ensuring smooth production flow and timely completion of orders.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Plan and manage the marker planning process for footwear / apparel products. 2. Work closely with designers, product developers, and production planners to ensure that markers are accurate and meet the company's quality standards. 3. Communicate with other relevant departments to ensure that markers meet the needs of the entire production process. 4. Troubleshoot problems with marker planning and markers. 5. Stay up to date on the latest marker planning software and technologies. 6. Develop and implement marker planning processes and procedures. 7. Manage marker planning team and resources. 8. Analyse marker planning data and trends. 9. Report on marker planning performance. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good eyesight • Not colour blind • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation

Technical Skills	Competency Level	Recommended Training
1. CAD CAM Software	3	<ul style="list-style-type: none"> • Intermediate CAD CAM Software Training
2. Basic Measurement	2	<ul style="list-style-type: none"> • Measurement Training

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
3. Materials Recognition	3	<ul style="list-style-type: none">• Fabric Arrangement and Measurement• Intermediate Materials Knowledge
4. 5S	2	<ul style="list-style-type: none">• 5S Awareness• 5S Housekeeping
5. Environmental Compliance	2	<ul style="list-style-type: none">• Waste Handling
6. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none">• Safety at the Workplace• PPE Usage• OSHA Act
7. Marker and Product Planning	3	<ul style="list-style-type: none">• Marker and Product Planning

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Marker Planning / Production Planning and Control
Job Title: Production Planning and Control Assistant	Level: 2
Job Description	
<p>The Production Planning and Control Assistant is designated to maintain inventories of materials and supplies to meet production demands, provide information to departments, maintain operation records, and prepare informational or reference materials.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Prepare and track production schedules. 2. Order and track materials and supplies. 3. Communicate with suppliers and vendors. 4. Analyse production data. 5. Prepare reports and presentations. 6. Other duties as assigned. 7. Distribute production schedules or work orders to departments. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good eyesight • Not colour blind • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Production Planning	2	<ul style="list-style-type: none">• Production Planning and Control• Production Cost Control• Basic Planning Software• Intermediate Microsoft Excel• Inventory Management System
2. Materials Recognition	2	<ul style="list-style-type: none">• Fabric Arrangement and Measurement• Basic Materials Knowledge
3. 5S	2	<ul style="list-style-type: none">• 5S Awareness• 5S Housekeeping
4. Environmental Compliance	2	<ul style="list-style-type: none">• Waste Handling
5. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none">• Safety at the Workplace• PPE Usage• OSHA Act

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Marker Planning / Production Planning and Control
Job Title: Production Planning and Control Supervisor	Level: 3
Job Description	
<p>The Production Planning and Control Supervisor is designated to carry out production planning and control activities to meet production demands, provide information to departments and customers, maintain operation records, and prepare informational or reference materials.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Plan and coordinate production schedules, work orders, machinery, manpower, and material requirements according to production priorities. 2. Communicate with all relevant departments to assess production planning and revise production schedules when necessary. 3. Communicate with relevant personnel, vendors, or customers to coordinate production activities. 4. Prepare documentation related to production activities. 5. Perform other tasks assigned by superiors. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good eyesight • Not colour blind • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation
4. Problem-Solving	2	<ul style="list-style-type: none"> • Intermediate Problem-Solving Skills • Basic industrial relations
5. Supervisory Skills	2	<ul style="list-style-type: none"> • Intermediate Supervisory Skills • Productivity Management • Team Building and Motivation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Production Planning	3	<ul style="list-style-type: none"> • Production Planning and Control • Production Cost Control • Basic Planning Software • Intermediate Microsoft Excel • Inventory Management System
2. Materials Recognition	3	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement • Basic Materials Knowledge
3. 5S	2	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping
4. Environmental Compliance	2	<ul style="list-style-type: none"> • Waste Handling
5. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • OSHA Act
6. Materials Handling	2	<ul style="list-style-type: none"> • Inventory Management
7. Quality Control	2	<ul style="list-style-type: none"> • Quality Control • Kaizen and Continuous Improvement
8. Production Schedule Management System	3	<ul style="list-style-type: none"> • Production Planning and Scheduling

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Marker Planning / Production Planning and Control
Job Title: Production Planning and Control Executive	Level: 4
Job Description	
<p>The Production Planning and Control Executive is designated to manage marker plans, materials utilisations, production schedules, order materials and supplies, assess progress, coordinate production, resolve complaints and delays, and monitor work completeness and conformance to standards.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Plan production commitments or timetables for business units using sales forecasts. 2. Plan and manage the marker planning process for footwear / apparel products. 3. Manage inventories of products or organisational resources. 4. Schedule operational activities and machinery allocation. 5. Confer with department supervisors or other personnel to assess progress and discuss changes needed. 6. Confer with establishment personnel, vendors, or customers to coordinate production. 7. Resolve complaints or eliminate delays. 8. Ensure compliance with Safety, Health, and Environment (SHE) policies. 9. Monitor completeness, accuracy, and conformance of production work to standards and specifications. 10. Monitor staff performance. 11. Perform other tasks assigned by superiors. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good eyesight • Not colour blind • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation
4. Problem-Solving	3	<ul style="list-style-type: none"> • Intermediate Problem-Solving Skills • Intermediate Industrial Relations

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
5. Leadership Skills	3	<ul style="list-style-type: none"> • Middle Management Leadership • Change Management • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Train-the-Trainer (TTT) by HRD Corp*
6. Management Skills	3	<ul style="list-style-type: none"> • Leadership and Management Skills • Production Cost Management

Technical Skills	Competency Level	Recommended Training
1. Production Planning	3	<ul style="list-style-type: none"> • Production Planning and Control • Production Cost Control • Intermediate Planning Software • Intermediate Microsoft Excel • Inventory Management System
2. CAD CAM Software	3	<ul style="list-style-type: none"> • Intermediate CAD CAM Software
3. Marker and Product Planning	3	<ul style="list-style-type: none"> • Marker and Product Planning
4. Materials Recognition	3	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement • Intermediate Materials Knowledge
5. 5S	3	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping
6. Environmental Compliance	3	<ul style="list-style-type: none"> • Waste Handling
7. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • OSHA Act
8. Materials Handling	3	<ul style="list-style-type: none"> • Inventory Management
9. Quality Control	3	<ul style="list-style-type: none"> • Quality Control • Kaizen and Continuous Improvement

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
10. Production Schedule Management System	3	<ul style="list-style-type: none">• Production Planning and Scheduling

Focus Area: Production	Sub Focus Area: Marker Planning / Production Planning and Control
Job Title: Production Planning and Control Manager	Level: 5

Job Description

The **Production Planning and Control Manager** is designated to develop operational strategies, plan production requirements, evaluate the potential of technologies and resources, develop sustainable organisational policies and practices, and develop improvement activities.

Responsibilities may include:

1. Develop operating strategies, plans, costs, and procedures.
2. Develop procedures to evaluate production activities.
3. Plan production requirements as per management direction.
4. Analyse data to inform operational decisions or activities.
5. Analyse data to assess operational or project effectiveness.
6. Coordinate with external parties to exchange information.
7. Monitor external affairs or events affecting business operations.
8. Develop sustainable production policies or practices.
9. Analyse the potential of products, new technologies, and resources.
10. Evaluate and minimise the environmental impact of operational or production activities.
11. Manage changes and influence workplace culture.
12. Supervise, support, and develop subordinates.
13. Exercise leadership at the workplace.
14. Plan, organise and develop quality improvement activities.
15. Perform other tasks assigned by top management.

Pre-Requisite:

- Good eyesight
- Not colour blind
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	<ul style="list-style-type: none"> • Advanced Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Advanced Communication • Intermediate Malay or English Language for Conversation
4. Problem-Solving	4	<ul style="list-style-type: none"> • Intermediate Problem-Solving Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Intermediate Industrial Relations
5. Leadership Skills	4	<ul style="list-style-type: none"> High Management Leadership Change Management Coaching and Mentoring National Dual Training Scheme (NDTS) Coaches by CIAST* Team Building Train-the-Trainer (TTT) by HRD Corp*
6. Management Skills	4	<ul style="list-style-type: none"> Leadership and Management Skills Production Cost Management

Technical Skills	Competency Level	Recommended Training
1. Production Planning	4	<ul style="list-style-type: none"> Production Planning and Control Production Cost Control Intermediate Planning Software Intermediate Microsoft Excel
2. CAD CAM Software	4	<ul style="list-style-type: none"> Intermediate CAD CAM Software
3. Marker and Product Planning	4	<ul style="list-style-type: none"> Marker and Product Planning
4. Materials Recognition	4	<ul style="list-style-type: none"> Fabric Arrangement and Measurement Advanced Materials Knowledge
5. 5S	4	<ul style="list-style-type: none"> 5S Awareness 5S Housekeeping
6. Environmental Compliance	4	<ul style="list-style-type: none"> Waste Handling
7. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage OSHA Act
8. Materials Handling	4	<ul style="list-style-type: none"> Inventory Management
9. Quality Control	4	<ul style="list-style-type: none"> Quality Control Kaizen and Continuous Improvement

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
10. Production Schedule Management System	4	<ul style="list-style-type: none">• Production Planning and Scheduling
11. Enterprise Resource Planning System ERP	4	<ul style="list-style-type: none">• Enterprise Resource Planning ERP

Focus Area: Production (Apparel Manufacturing)	Sub Focus Area: Cutting
Job Title: Cutting Operator	Level: 1
Job Description	
<p>The Cutting Operator is responsible for executing work orders, ensuring optimal machine operation efficiency, documenting any abnormality observed during the cutting process, maintaining comprehensive records of all completed tasks, and aiding the cutting supervisor in various tasks. They read blueprints, set up cutting dies, and position workpieces.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Operate and maintain cutting machines. 2. Read and interpret blueprints, drawings, and specifications. 3. Select and install cutting dies in machines. 4. Position and clamp workpieces on tables or in chucks 5. Start machines and observe operation to detect malfunctions. 6. Make necessary adjustments to correct problems. 7. Maintain cutting machines in good working order. 8. Follow all safety procedures. 9. Complete all required paperwork. 10. Other duties as assigned. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good vision • Finger dexterity • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Basic Listening Skills • Effective Listening Skills • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Basic Interpersonal Skills • Interpersonal Excellence Programme* • Emotional Intelligence*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	2	<ul style="list-style-type: none"> • Basic Software Machines Operation • Basic Machine Operation Procedure • Basic Apparel Manufacturing Process
2. 5S	2	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping
3. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Safety at the Workplace • Basic PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act • Emergency Response Plan and Preparedness (ERP)* • Fire Fighting*
4. Finishing SOPs Operation	2	<ul style="list-style-type: none"> • Total Quality Management (TQM) • Quality Management System (QMS) • Lean Manufacturing

Focus Area: Production (Apparel Manufacturing)	Sub Focus Area: Cutting
Job Title: Senior Cutting Operator	Level: 2
Job Description	
<p>The Senior Cutting Operator is responsible for operating and maintaining cutting equipment, as well as ensuring that all cutting operations are completed accurately and efficiently. They oversee and coordinating the activities of other cutting operators. The Senior Cutting Operator are tasked with creating work schedules for cutting operators and providing support to the cutting executive in various tasks.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Operate and maintain cutting equipment, including shears, knives, and saws. 2. Ensure that all cutting operations are completed accurately and efficiently. 3. Train and supervise cutting operators. 4. Update cutting records and reports. 5. Contribute to the development and implementation of cutting procedures and standards. 6. Identify and resolve cutting problems. 7. Maintain a clean and safe work environment. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Near vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Effective Communication Skills • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Leadership	2	<ul style="list-style-type: none"> • Intermediate Management Skills • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Basic Counselling Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Machines Operation	2	<ul style="list-style-type: none"> • Basic Software Machines Operations • Basic Machine Operation Procedure Training • Basic Apparel Manufacturing Process • Computing Level 3*
2. 5S	2	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping
3. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Safety at the Workplace • Basic PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act • Emergency Response Plan and Preparedness (ERP)* • Fire Fighting*
4. Finishing Operation SOPs	2	<ul style="list-style-type: none"> • Total Quality Management (TQM) • Quality Management System (QMS) • Lean Manufacturing

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Cutting
Job Title: Cutting Operator	Level: 1
Job Description	
<p>The Cutting Operator is responsible for executing work orders, ensuring optimal machine operation efficiency, documenting any abnormality observed during the cutting process, maintaining comprehensive records of all completed tasks, and aiding the cutting supervisor in various tasks. They read blueprints, set up cutting dies, and position workpieces.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Operate and maintain cutting machines including shears, knives, and saws. 2. Read and interpret blueprints, drawings, and specifications. 3. Select and install cutting dies in machines. 4. Position and clamp workpieces on tables or in chucks. 5. Start machines and observe operation to detect malfunctions. 6. Make necessary adjustments to correct problems. 7. Maintain cutting machines in good working order. 8. Follow all safety procedures. 9. Complete all required paperwork. 10. Other duties as assigned. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Near vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	2	<ul style="list-style-type: none">• Basic Machines Operation Software
2. Basic Measurement	2	<ul style="list-style-type: none">• Measurements Training
3. Materials Recognition	2	<ul style="list-style-type: none">• Fabric Arrangement and Measurement• Basic Materials Knowledge
4. 5S	2	<ul style="list-style-type: none">• 5S Awareness• 5S Housekeeping
5. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none">• Safety at the Workplace• PPE usage• Hazardous Material Management and Spill Prevention Awareness• OSHA Act

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Cutting
Job Title: Senior Cutting Operator	Level: 2
Job Description	
<p>The Senior Cutting Operator is responsible for operating and maintaining cutting equipment, as well as ensuring that all cutting operations are completed accurately and efficiently. They oversee and coordinating the activities of other cutting operators. The Senior Cutting Operator are tasked with creating work schedules for cutting operators and providing support to the cutting executive in various tasks.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Operate and maintain dies and moulds. 2. Ensure that all cutting operations are completed accurately and efficiently. 3. Train and supervise cutting operators. 4. Maintain cutting records and reports. 5. Contribute to the development and implementation of cutting procedures and standards. 6. Identify and resolve cutting problems. 7. Maintain a clean and safe work environment. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Near vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Leadership	3	<ul style="list-style-type: none"> • Management Leadership • Change Management • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Train-the-Trainer (TTT) by PSMB*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Basic Counselling Skills

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> Intermediate Machines Operation Software
2. Intermediate Measurement	3	<ul style="list-style-type: none"> Measurements Training
3. Materials Recognition	3	<ul style="list-style-type: none"> Fabric Arrangement and Measurement Intermediate Materials Knowledge
4. 5S	3	<ul style="list-style-type: none"> 5S Awareness 5S Housekeeping
5. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> Safety at the Workplace PPE usage Hazardous Material Management and Spill Prevention Awareness OSHA Act

Focus Area: Production	Sub Focus Area: Embroidery
Job Title: Embroidery Operator	Level: 1

Job Description

The **Embroidery Operator** is a skilled operator responsible for operating embroidery machines and performing embroidery tasks or instructions from supervisors, promptly reporting any irregularities that may arise during the embroidery process and offering support to the senior embroidery operator in various tasks.

Responsibilities may include:

1. Execute embroidery designs accurately by using computerise embroidery machines.
2. Conduct quality control checks.
3. Manage inventory of embroidery materials.
4. Perform routine machine maintenance.
5. Follow work orders and maintain documentation.
6. Ensure compliance with safety guidelines.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Near vision

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	2	<ul style="list-style-type: none"> • Basic Software Machines Operation Training
2. Basic Measurement	2	<ul style="list-style-type: none"> • Measurements Training
3. Materials Recognition	2	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none">• Basic Materials Knowledge

Focus Area: Production	Sub Focus Area: Embroidery
Job Title: Embroidery Senior Operator	Level: 2
Job Description	
<p>The Embroidery Senior Operator is a skilled and experienced operating technician responsible for overseeing and executing embroidery projects according to customer requests, employing both manual hand embroidery techniques and embroidery machines.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Operate and maintain embroidery machines efficiently. 2. Supervise and train embroidery operators. 3. Prepare and digitise embroidery designs and patterns. 4. Ensure quality control of finished embroidery products. 5. Manage inventory of embroidery materials. 6. Plan and schedule embroidery production. 7. Maintain accurate records and generate reports. 8. Adhere to safety guidelines and compliance standards. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Near vision 	

Soft Skills	Competency Level	Recommended Training
1. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation
2. Visualisation Skills	3	<ul style="list-style-type: none"> • Design and Visual Communication • Presentation Skills and Visual Aids Training
3. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
4. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
5. Leadership	3	<ul style="list-style-type: none"> • Management Leadership • Coaching and Mentoring

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Train-the-Trainer (TTT) Training* • Basic Counselling Skills

Technical Skills	Competency Level	Recommended Training
1. Embroidery Machine Operation and Maintenance	3	<ul style="list-style-type: none"> • Intermediate Software Machines Operation Training • Basic Machine Maintenance and Repair Procedure • Basic Machine Maintenance and Troubleshooting
2. Intermediate Measurement	3	<ul style="list-style-type: none"> • Measurement Training
3. Materials Recognition	3	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement • Intermediate Materials Knowledge

Focus Area: Production	Sub Focus Area: Printing
Job Title: Panel Printing Operator	Level: 1

Job Description

The **Panel Printing Operator** is responsible for execute tasks according to work orders or instruction from superior, report any abnormality that may arise during the panel printing process, provide assistance to the Senior Printing Operator in all related tasks.

Responsibilities may include:

1. Operating panel printing equipment.
2. Executing print jobs with accuracy.
3. Ensuring quality control of printed panels.
4. Handling printing materials.
5. Preparing print files according to specifications.
6. Performing basic equipment maintenance.
7. Following work orders and maintaining documentation.
8. Adhering to safety guidelines.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good eyesight
- Not colour blind
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> Interpersonal Excellence Programme* Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> Intermediate Communication Intermediate Malay or English Language for Conversation

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	2	<ul style="list-style-type: none"> Basic Software Machines Operation Training
2. Artwork Printing	2	<ul style="list-style-type: none"> Basic Photoshop and AI File Software

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Basic New Design and Printing Software
3. Basic Measurement	2	<ul style="list-style-type: none"> • Measurements Training
4. Materials Recognition	2	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement • Basic Materials Knowledge • Ready Made Tee Arrangement and Measurement Training
5. 5S	2	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping
6. Printing, Dye stuff and Chemical	2	<ul style="list-style-type: none"> • Printing, Dyeing, and Chemical Training
7. Environmental Compliance	2	<ul style="list-style-type: none"> • Waste Handling
8. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Chemical Handling and Storage • Safety at the Workplace • PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act • Safety Handling of Chemical in the Workplace • Handling Hazardous Chemicals • Chemical Safety Awareness

Focus Area: Production	Sub Focus Area: Printing
Job Title: Panel Printing Senior Operator	Level: 2

Job Description

The **Panel Printing Senior Operator** is a skilled and experienced operating technician responsible for overseeing and performing panel printing operations based on customer requests using panel printing machines.

Responsibilities may include:

1. Operation, maintenance and troubleshooting panel printing equipment.
2. Supervising a team of operators.
3. Ensuring quality control of printed panels.
4. Preparing files and adjusting colours for printing.
5. Managing inventory of printing materials.
6. Planning and scheduling production.
7. Documenting production activities and generating reports.
8. Ensuring safety and compliance in the printing department.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Good eyesight
- Not colour blind
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation
4. Visualisation Skills	3	<ul style="list-style-type: none"> • Intermediate Design and Visual Communication • Presentation Skills and Visual Aids Training
5. Leadership	3	<ul style="list-style-type: none"> • Management Leadership

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Coaching and Mentoring National Dual Training Scheme (NDTS) Coaches by CIAST* Train-the-Trainer (TTT) Training Basic Counselling Skills Basic Supervisory skills Team Building and Motivation
6. Problem-Solving skills	3	<ul style="list-style-type: none"> Basic Problem-Solving Skills Troubleshooting and Prevention

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> Software Machines Operation Training
2. Artwork Printing	3	<ul style="list-style-type: none"> Intermediate Photoshop and AI file software Intermediate New Design and Printing Software
3. Materials Recognition	3	<ul style="list-style-type: none"> Fabric Arrangement and Measurement Basic Materials Knowledge
4. 5S Internal Audit	3	<ul style="list-style-type: none"> 5S Housekeeping 5S Internal Audit
5. Printing, Dye stuff and Chemical	3	<ul style="list-style-type: none"> Printing, Dyeing and Chemical Training Handling Hazardous Chemicals Chemical Safety Awareness
6. Environmental Compliance	3	<ul style="list-style-type: none"> Waste Management
7. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none">• Hazardous material management and spill prevention awareness• OSHA Act• Site Safety Supervisor (SSS) by NIOSH*• Safety Handling of Chemical in the Workplace• Handling Hazardous Chemicals• Chemical Safety Awareness

Focus Area: Production	Sub Focus Area: Cutting Department / Embroidery / Printing
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Job Title: Cutting / Upper Section Supervisor	Level: 3
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Job Description

The **Cutting / Upper Section Supervisor** is responsible to oversees and coordinates the day-to-day operations of the cutting, embroidery, and printing department. This role includes schedule work assignments for operators, maintenance of cutting equipment, and the ensuring that all cutting orders are completed on time and to quality standards.

Responsibilities may include:

1. Oversee cutting, embroidery and printing operators, ensuring safety and standards compliance.
2. Resolve production issues and troubleshoot problems.
3. Maintain machines and equipment in good working condition.
4. Communicate and coordinate with other departments to meet production quotas and deadlines.
5. Prepare cutting, embroidery, and printing production reports.
6. Train and develop operators.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Advanced Communication • Advanced Malay or English Language for Conversation
4. Visualisation Skills	3	<ul style="list-style-type: none"> • Intermediate Design and Visual Communication • Presentation Skills and Visual Aids Training
5. Leadership	3	<ul style="list-style-type: none"> • Management Leadership • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Train-the-Trainer (TTT) by PSMB • Intermediate Counselling Skills • Intermediate Supervisory Skills • Team Building and Motivation
6. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Intermediate Problem-Solving Skills • Troubleshooting and Prevention

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	4	<ul style="list-style-type: none"> • Software Machines Operation Training
2. Artwork Printing	3	<ul style="list-style-type: none"> • Intermediate Photoshop and AI File Software • Intermediate New Design and Printing Software
3. Materials Recognition	3	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement • Advanced Materials Knowledge
4. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Housekeeping • 5S Internal Audit
5. Printing, Dye Stuff and Chemical	3	<ul style="list-style-type: none"> • Printing, Dyeing and Chemical Training • Handling Hazardous Chemicals • Chemicals Safety Awareness
6. Environmental Compliance	3	<ul style="list-style-type: none"> • Waste Management • Environment Impact Assessment • Hazard Identification Risk Assessment and Risk Control (HIRARC)*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • ISO 14001 Environmental Management System*
7. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act • Site Safety Supervisor (SSS) by NIOSH* • Safety Handling of Chemical in the Workplace • Handling Hazardous Chemicals • Chemical Safety Awareness
8. Energy, Sustainability and Governance (ESG)	3	<ul style="list-style-type: none"> • Energy Management, Sustainability, and the Circular Economy* • Overall Equipment Effectiveness (OEE) • New Energy Introduction Seminar • Energy Management Efficiency and Assessment by EC*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Apparel Manufacturing)	Sub Focus Area: Sewing
Job Title: Sewing Operator	Level: 1
Job Description	
<p>The Sewing Operator plays a crucial role in the sewing department of an apparel manufacturing company. This position involves operator sewing machines to sew fabric pieces together and produce finished garments according to sized fact. They are responsible for execute tasks in accordance with work orders or instructions from superior, reports any abnormality that may occur during the sewing process and assists sewing line manager in various tasks.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Operating sewing machines to sew fabric pieces and create garments. 2. Ensuring the quality of garments through regular inspections. 3. Setting up workstations with necessary materials and equipment. 4. Handling fabric pieces and maintaining proper alignment. 5. Performing basic maintenance on sewing machines. 6. Collaborating with team members for smooth workflow. 7. Adhering to workplace safety guidelines. 8. Striving for productivity and efficiency. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Good vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	1	<ul style="list-style-type: none"> • Basic Listening Skills
2. Interpersonal Skills	1	<ul style="list-style-type: none"> • Basic Interpersonal Skills

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	1	<ul style="list-style-type: none"> • Basic Machine Operation • Basic Machine Operation Procedure • Basic Apparel Manufacturing Process
2. 5S	1	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
3. Occupational, Safety and Health Act (OSHA)	1	<ul style="list-style-type: none">• Safety at the Workplace• Basic PPE Usage• Hazardous Material Management and Spill Prevention Awareness• OSHA Act• Emergency Response Plan and Preparedness (ERP)*• Fire Fighting*
4. Finishing SOPs operation	1	<ul style="list-style-type: none">• Total Quality Management (TQM)• Quality Management System (QMS)• Lean Manufacturing

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Apparel Manufacturing)	Sub Focus Area: Sewing
Job Title: Sewing Line Leader	Level: 2
Job Description	
<p>The Sewing Line Leader is responsible for carrying out tasks as per work orders, optimise machine-running efficiency, documenting any abnormality during the sewing process, leading a team of sewing operators, overseeing production on the sewing line, ensuring quality standards, and meeting production targets.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Leading and supervising a team of sewing operators. 2. Coordinating and overseeing production on the sewing line. 3. Ensuring quality control of garments. 4. Training and developing sewing operators. 5. Optimising workflow on the sewing line. 6. Managing equipment and materials. 7. Monitoring production progress and generating reports. 8. Ensuring compliance with health and safety regulations. 9. Collaborating with other departments. 10. Problem-solving production issues. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Good vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Intermediate Interpersonal Skills • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language Programme for Conversation
4. Problem-Solving Skills	2	<ul style="list-style-type: none"> • Intermediate Problem-Solving Skills
5. Supervisory Skills	2	<ul style="list-style-type: none"> • Basic Supervisory Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Team Building and Motivation • Conflict Management

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> • Intermediate Machine Operation • Intermediate Machine Operation Procedure • Intermediate Apparel Manufacturing Process
2. 5S	3	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping
3. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at the Workplace • Basic PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act • Emergency Response Plan and Preparedness (ERP)* • Fire Fighting*
4. Finishing SOPs operation	3	<ul style="list-style-type: none"> • Total Quality Management (TQM) • Quality Management System (QMS) • Lean Manufacturing

Focus Area: Production (Apparel Manufacturing)	Sub Focus Area: Sewing
Job Title: Sewing Section Supervisor	Level: 3
Job Description	
<p>The Sewing Section Supervisor is responsible for overseeing and coordinating sewing operations among operators. This role involves supervising, leading and scheduling work assignments for sewing operators, ensuring efficient production, maintaining quality standards, achieving production targets, and providing support to the apparel production executive in various tasks.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Supervising and leading a team of sewing operators. 2. Planning and scheduling production. 3. Ensuring quality control of garments. 4. Coordinating workflow in the sewing section. 5. Training and developing sewing operators. 6. Managing equipment and materials. 7. Monitoring production progress and reporting. 8. Implementing process improvements. 9. Ensuring health and safety compliance. 10. Collaborating with other departments. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Good vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Advanced Listening Skills • Effective Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	3	<ul style="list-style-type: none"> • Advanced Communication Skills • Intermediate Malay or English Language in Conversation and Writing • Understanding of Diversification in Culture

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Cross Culture Communication Skills
4. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Intermediate Problem-Solving • intermediate Industrial Relation
5. Supervisory Skills	3	<ul style="list-style-type: none"> • Intermediate Supervisory Skills • Productivity Management • Team Building and Motivation
6. Coaching and Mentoring	3	<ul style="list-style-type: none"> • Coaching and Mentoring • Train-the-Trainer (TTT) by PSMB* • Intermediate Leadership • National Dual Training Scheme (NDTS) Coaches by CIAST*

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> • Intermediate Machine Operation • Intermediate Machine Operation Procedure • Intermediate Apparel Manufacturing process
2. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit
3. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act • Emergency Response Plan and Preparedness (ERP)* • Fire Fighting*
4. Finishing SOPs Operation	3	<ul style="list-style-type: none"> • Total Quality Management (TQM) • Quality Management System (QMS) • Lean Manufacturing

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Sewing
Job Title: Sewing / Stitching and Assembling Operator	Level: 1
Job Description <p>The Sewing / Stitching and Assembling Operator is responsible for operating sewing machines to assemble footwear components. This position involves operating machinery, ensuring quality and meeting production goals within a footwear manufacturing environment.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Operate sewing machines to assemble footwear components according to specifications. 2. Use a variety of sewing techniques, including topstitching, hemming, and seaming. 3. Inspect finished products for defects and make necessary repairs. 4. Maintain sewing machines and keep work areas clean and organised. 5. Follow safety procedures and regulations. 6. Meet production quotas and deadlines. 7. Work as part of a team to achieve common goals. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Near vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Effective Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation

Technical Skills	Competency Level	Recommended Training
1. Sewing Skills	2	<ul style="list-style-type: none"> • Sewing Skills
2. Pattern Knowledge	2	<ul style="list-style-type: none"> • Pattern-Know-How
3. Materials Recognition	2	<ul style="list-style-type: none"> • Basic Materials Knowledge
4. 5S	2	<ul style="list-style-type: none"> • 5S Awareness

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none">• 5S Housekeeping
5. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none">• Safety at the Workplace• PPE Usage• Hazardous Material Management and Spill Prevention Awareness• OSHA Act

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Sewing
Job Title: Sewing / Stitching and Assembling Line Leader	Level: 2
Job Description	
<p>The Sewing / Stitching and Assembling Line Leader is responsible for executing tasks based on work orders, optimising sewing machine efficiency, documenting any abnormality during the stitching, and assembling process, managing production processes, maintaining comprehensive work records, ensuring product quality, and overseeing the daily operations of a sewing line in a footwear manufacturing facility.</p>	
<p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Oversee the daily operations of a sewing line, including assigning tasks, monitoring production, and ensuring quality control. 2. Train and develop sewing operators. 3. Resolve production issues and troubleshoot problems. 4. Maintain a safe and orderly work environment. 5. Communicate with relevant departments for smooth production. 6. Prepare reports on production progress and quality. 7. Meet production quotas and deadlines. 	
<p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Near vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Visualisation Skills	2	<ul style="list-style-type: none"> • Presentation Skills and Visual Aids Training
4. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language Programme for Conversation
5. Problem-Solving Skills	2	<ul style="list-style-type: none"> • Intermediate Problem-Solving Skills
6. Supervisory Skills	2	<ul style="list-style-type: none"> • Basic Supervisory Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Team Building and Motivation • Conflict Management

Technical Skills	Competency Level	Recommended Training
1. Microsoft Office	3	<ul style="list-style-type: none"> • Intermediate in Microsoft Office
2. Sewing Skills	2	<ul style="list-style-type: none"> • Sewing Skills
3. Pattern Knowledge	2	<ul style="list-style-type: none"> • Pattern-Know-How
4. Materials Recognition	2	<ul style="list-style-type: none"> • Intermediate Materials Knowledge
5. 5S	2	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping
6. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Sewing
Job Title: Sewing / Stitching and Assembling Section Supervisor	Level: 3

Job Description

The **Sewing / Stitching and Assembling Section Supervisor** is responsible for managing and supervising the stitching and assembling section, including Line Leaders and Operators. This position involves in optimising processes, coordinating workflow, training employees, maintaining equipment, and driving continuous improvement in the sewing department.

Responsibilities may include:

1. Oversee the daily operations of a sewing section, including assigning tasks, monitoring production, and ensuring quality control.
2. Train and develop sewing operators.
3. Resolve production issues and troubleshoot problems.
4. Maintain a safe and orderly work environment.
5. Communicate with relevant departments for smooth production.
6. Prepare reports on production progress and quality.
7. Meet production quotas and deadlines.
8. Supervise the work of sewing line leaders.
9. Ensure that all sewing operations are performed in accordance with company policies and procedures.
10. Conduct regular quality inspections of finished products.
11. Identify and implement process improvements to increase efficiency and productivity.
12. Represent the sewing section at meetings with other departments.
13. Maintain accurate records of all sewing operations.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Near vision
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Advanced Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Intermediate Problem-Solving • Industrial Relations
4. Supervisory Skills	3	<ul style="list-style-type: none"> • Intermediate Supervisory Skills • Productivity Management

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Team Building and Motivation
5. Communication Skills	3	<ul style="list-style-type: none"> Intermediate Communication Skills Intermediate Malay or English Language in Conversation and Writing Understanding of Diversification in Culture Cross Culture Communication Skills
6. Coaching and Mentoring	3	<ul style="list-style-type: none"> Coaching and Mentoring Train-the-Trainer (TTT) by PSMB* Intermediate Leadership On-the-Job Facilitator Skills* National Dual Training Scheme (NDTS) Coaches by CIAST*
7. Counselling Skills	2	<ul style="list-style-type: none"> Basic Counselling Skills

Technical Skills	Competency Level	Recommended Training
1. Microsoft Office	3	<ul style="list-style-type: none"> Intermediate in Microsoft Office
2. Sewing Skills	3	<ul style="list-style-type: none"> Sewing Skills
3. Pattern Knowledge	3	<ul style="list-style-type: none"> Pattern-Know-How
4. Materials and Glue Recognition	3	<ul style="list-style-type: none"> Intermediate Materials Knowledge
5. 5S	3	<ul style="list-style-type: none"> 5S Internal Audit
6. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage Hazardous Material Management and Spill Prevention Awareness OSHA Act

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Assembly
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Job Title: Assembly Operator	Level: 1
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Job Description

The **Assembly Operator** plays a crucial role in our manufacturing process by assembling components or products to meet quality and production standards. This position involves operating machinery, using hand tools, and following assembly instructions to ensure the efficient and accurate assembly of products.

Responsibilities may include:

1. Perform assembly tasks according to provided instructions, blueprints, and production schedules.
2. Operate and maintain assembly machinery and equipment, ensuring safe and efficient operation.
3. Inspect parts and components for defects or imperfections, reporting any issues to supervisors.
4. Measure and test completed products to ensure they meet quality standards.
5. Follow safety guidelines and wear appropriate personal protective equipment (PPE).
6. Maintain a clean and organised work area, including cleaning machinery and tools.
7. Collaborate with the team members and supervisors to improve assembly processes and efficiency.
8. Complete all required documentation and records accurately.
9. Assist in training new assembly operators as needed.
10. Participate in regular safety meetings and continuous improvement initiatives.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Near vision
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	2	<ul style="list-style-type: none">• Basic Machines Operation Software
2. Basic Measurement	2	<ul style="list-style-type: none">• Measurements Training
3. Materials Recognition	2	<ul style="list-style-type: none">• Fabric Arrangement and Measurement• Basic Materials Knowledge

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Assembly
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Job Title: Assembly Line Leader	Level: 2
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Job Description

The **Assembly Line Leader** is responsible for overseeing the production and assembly process on a designated assembly line. This role involves coordinating and leading a team of assembly operators to ensure the efficient and accurate assembly of products while meeting quality and production standards.

Responsibilities may include:

1. Supervise and lead a team of assembly operators on the designated assembly line.
2. Assign tasks and responsibilities to team members, ensuring even distribution of workload.
3. Monitor production schedules and ensure that production targets are met.
4. Train and onboard new assembly operators, providing guidance and support.
5. Perform quality checks and inspections to ensure products meet quality standards.
6. Troubleshoot and address any production issues or discrepancies promptly.
7. Maintain a safe and clean work environment, enforcing safety guidelines.
8. Coordinate with maintenance and quality control teams to resolve issues.
9. Document production data, including output, quality, and downtime.
10. Collaborate with the production supervisor / manager to implement process improvements.
11. Communicate effectively with team members and management regarding production progress and issues.
12. Participate in regular team meetings and continuous improvement initiatives.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Near vision
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Leadership	3	<ul style="list-style-type: none"> • Management Leadership • Change Management • Coaching and Mentoring

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Train-the-Trainer (TTT) by PSMB* • Basic Counselling Skills

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> • Intermediate Machines Operation Software
2. Intermediate Measurement	3	<ul style="list-style-type: none"> • Intermediate Measurements Training
3. Materials Recognition	3	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement • Intermediate Materials Knowledge

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Assembly
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Job Title: Assembly Section Supervisor	Level: 3
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Job Description

The **Assembly Section Supervisor** is responsible for leading and supervising a section of the assembly department to ensure efficient and high-quality assembly operations. This role involves overseeing a team of assembly operators, coordinating production activities, and maintaining safety and quality standards within the section.

Responsibilities may include:

1. Lead and supervise a team of assembly operators within the designated section.
2. Assign tasks and responsibilities to team members, ensuring efficient workflow.
3. Monitor and manage production schedules to meet output targets and deadlines.
4. Train, mentor, and coach team members to improve their skills and performance.
5. Conduct regular performance evaluations and provide feedback to team members.
6. Ensure adherence to safety protocols and maintain a safe working environment.
7. Perform quality checks and inspections to verify that products meet established standards.
8. Troubleshoot and resolve production issues, escalating to higher management when necessary.
9. Collaborate with other section supervisors and managers to optimise overall production processes.
10. Document production data, including output, quality, and downtime, and provide reports as needed.
11. Participate in continuous improvement initiatives to enhance productivity and efficiency.
12. Communicate effectively with team members and management regarding production progress and issues.
13. Ensure that all relevant procedures and policies are followed by the section.

Pre-Requisite:

- Arm hand steadiness
- Finger dexterity
- Near vision
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Advanced Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Intermediate problem-solving

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Industrial relations
4. Supervisory Skills	3	<ul style="list-style-type: none"> Intermediate Supervisory Skills Productivity Management Team Building and Motivation
5. Communication Skills	3	<ul style="list-style-type: none"> Intermediate Communication Skills Intermediate Malay or English Language in Conversation and Writing Understanding of Diversification in Culture Cross Culture Communication Skills
6. Coaching and Mentoring	3	<ul style="list-style-type: none"> Coaching and Mentoring Train-the-Trainer (TTT) by PSMB* Intermediate Leadership On-the-Job Facilitator Skills* National Dual Training Scheme (NDTS) Coaches by CIAST*
7. Counselling skills	2	<ul style="list-style-type: none"> Basic counselling skills

Technical Skills	Competency Level	Recommended Training
1. Microsoft Office	3	<ul style="list-style-type: none"> Intermediate in Microsoft Office
2. Sewing Skills	3	<ul style="list-style-type: none"> Sewing Training
3. Pattern Knowledge	3	<ul style="list-style-type: none"> Pattern-Know-How Training
4. Materials and Glue Recognition	3	<ul style="list-style-type: none"> Intermediate Materials Knowledge

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Apparel Manufacturing)	Sub Focus Area: Finishing
Job Title: Finishing Operator	Level: 1
Job Description	
<p>The Finishing Operator is designated to perform work based on the work orders or instructions from the superior, report any abnormalities that occurred during the finishing process and assist the Finishing Line Leader / Technician in all day-to-day works.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Communicate with immediate superiors to obtain information about orders, processes, or problems. 2. Confirm finishing instructions or requirements with immediate superior. 3. Measure ingredients or substances to be used in production processes. 4. Perform the finishing process. 5. Record operational and production data. 6. Perform any tasks assigned by superiors. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	1	<ul style="list-style-type: none"> • Basic Listening Skills • Effective Listening Skills
2. Interpersonal Skills	1	<ul style="list-style-type: none"> • Basic Interpersonal Skills • Basic Interpersonal Relations Programme*
3. Communication Skills	1	<ul style="list-style-type: none"> • Basic Communication • Basic Malay or English Language for Conversation

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	1	<ul style="list-style-type: none"> • Basic Machine Operation • Basic Machine Operation Procedure • Basic Apparel Manufacturing Process
2. 5S	1	<ul style="list-style-type: none"> • 5S awareness • 5S Housekeeping
3. Occupational, Safety and Health Act (OSHA)	1	<ul style="list-style-type: none"> • Safety at the Workplace • Basic PPE Usage

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Hazardous Material Management and Spill Prevention Awareness • OSHA Act • Emergency Response Plan and Preparedness (ERP)* • Fire Fighting*
4. Finishing SOPs Operation	1	<ul style="list-style-type: none"> • Total Quality Management (TQM) • Quality Management System (QMS) • Lean Manufacturing

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Apparel Manufacturing)	Sub Focus Area: Finishing
Job Title: Finishing Line Leader	Level: 2
Job Description	
<p>The Finishing Line Leader is designated to perform work based on the work orders or instructions from a superior, report any problem during the process and assist Apparel Supervisor in all day-to-day works.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Communicate with immediate superior to obtain information about orders, processes, or problems. 2. Perform any tasks assigned by superiors. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills • Effective Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Skills • Intermediate Interpersonal Relations Programme*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language Programme for Conversation
4. Problem-Solving Skills	2	<ul style="list-style-type: none"> • Basic Problem-Solving Skills
5. Supervisory Skills	2	<ul style="list-style-type: none"> • Basic Supervisory Skills • Team Building and Motivation • Conflict Management • Team Development
6. Report Writing	2	<ul style="list-style-type: none"> • Technical Report Writing

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> • Intermediate Machine Operation • Intermediate Machine Operation Procedure • Intermediate Apparel Manufacturing Process
2. 5S	3	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping
3. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at the Workplace • Basic PPE Usage • Chemical Handling and Storage • Hazardous Material Management and Spill Prevention Awareness • Emergency Response Plan and Preparedness (ERP)* • Fire Fighting*
4. Finishing SOPs Operation	3	<ul style="list-style-type: none"> • Total Quality Management (TQM) • Quality Management System (QMS) • Lean Manufacturing

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Apparel Manufacturing)	Sub Focus Area: Finishing
Job Title: Finishing Section Supervisor	Level: 3
Job Description	
<p>The Finishing Section Supervisor is responsible for overseeing and coordinating finishing operations among operators. This role involves supervising, leading and scheduling work assignments for Finishing operators, ensuring efficient production, maintaining quality standards, achieving production targets, and providing support to the apparel production executive in various tasks.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Supervising and leading a team of finishing operators. 2. Planning and scheduling production. 3. Ensuring quality control of garments. 4. Coordinating workflow in the finishing section. 5. Training and developing finishing operators. 6. Managing equipment and materials. 7. Monitoring production progress and reporting. 8. Implementing process improvements. 9. Ensuring health and safety compliance. 10. Collaborating with other departments. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills • Effective Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Intermediate Interpersonal skills • Intermediate Interpersonal Relations Programme* • Emotional Intelligence*
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language in Conversation and Writing • Understanding of Diversification in Culture

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Cross-Cultural Communication Skills
4. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Problem-Solving Skills • Industrial Relations • Productivity Management
5. Supervisory Skills	3	<ul style="list-style-type: none"> • Intermediate Supervisory Skills • Productivity Management • Team Building and Motivation
6. Coaching and Mentoring	3	<ul style="list-style-type: none"> • Coaching and Mentoring • Train-the-Trainer (TTT) by HRD Corp* • Intermediate Leadership • On-the-Job Facilitator Skills* • National Dual Training Scheme (NDTS) Coaches by CIAST*
7. Time Management	3	<ul style="list-style-type: none"> • Managing Time at the Workplace

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> • Advanced Machine Operation Procedure • Advanced Apparel Manufacturing Process
2. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools
3. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • Hazardous Material Management and Spill Prevention Awareness • Compliance with Regulations under Occupational Safety and Health Act • Site Safety Supervisor (SSS) by NIOSH*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills		Competency Level	Recommended Training
			<ul style="list-style-type: none"> Emergency Response Plan and Preparedness (ERP)* Fire Fighting*
4.	Microsoft Office	2	<ul style="list-style-type: none"> Intermediate Word and Excel
5.	Troubleshoot the Machine	2	<ul style="list-style-type: none"> Machine Maintenance and Troubleshooting Setting Machines Handling Measurement and Calibration of Machines
6.	Production Planning	2	<ul style="list-style-type: none"> Production Planning and Control Production Cost Control
7.	Materials Handling	2	<ul style="list-style-type: none"> Inventory Management
8.	Quality Control	2	<ul style="list-style-type: none"> Quality Control Apparel and Apparel Quality Testing Defect Analysis TA-013-2;2014 Operasi Makmal Tekstil by SKM*
9.	Colour-Matching Skills	3	<ul style="list-style-type: none"> Colour Spectrum Colour Spectrum Equipment
10.	Finishing SOPs Operation	3	<ul style="list-style-type: none"> Total Quality Management (TQM) Quality Management System (QMS) Lean Manufacturing

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Finishing
Job Title: Finishing Operator	Level: 1
Job Description	
<p>The Finishing Operator is designated to perform work based on the work orders or instructions from the superior, report any abnormalities that occurred during the finishing process and assist the Finishing Line Leader / Technician in all day-to-day works.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Communicate with immediate superiors to obtain information about orders, processes, or problems. 2. Confirm finishing instructions or requirements with immediate superior. 3. Perform the finishing process. 4. Record operational and production data. 5. Record information on machine settings. 6. Perform footwear cleaning and packaging activities. 7. Perform any tasks assigned by superiors. 8. Inspect and examine product for defects to determine whether repairs are needed. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Near vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening and Understanding Skills	2	<ul style="list-style-type: none"> • Effective Listening and Understanding Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	1	<ul style="list-style-type: none"> • Basic Machine Operation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Basic Machine Operation Procedure • Basic Manufacturing Process
2. 5S	1	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping
3. Occupational, Safety and Health Act (OSHA)	1	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act • Emergency Response Plan and Preparedness (ERP)* • Fire Fighting*
4. Finishing SOPs Operation	1	<ul style="list-style-type: none"> • Total Quality Management (TQM) • Quality Management System (QMS) • Lean Manufacturing

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Finishing
Job Title: Finishing Line Leader	Level: 2
Job Description	
<p>the Finishing Line Leader is designated to perform work based on the work orders or instructions from a superior, report any abnormalities during the finishing processes and assist footwear finishing supervisor in all day-to-day works.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Communicate with immediate superior to obtain information about orders, processes, or problems. 2. Confirm finishing instructions or requirements with immediate superior. 3. Perform the finishing process. 4. Record operational and production data. 5. Lead the daily finishing operator. 6. Perform any tasks assigned by superiors. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Near vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Visualisation Skills	2	<ul style="list-style-type: none"> • Presentation Skills and Visual Aids Training
4. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language Programme for Conversation
5. Problem-Solving Skills	2	<ul style="list-style-type: none"> • Intermediate Problem-Solving Skills
6. Supervisory Skills	2	<ul style="list-style-type: none"> • Basic Supervisory Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Team Building and Motivation Conflict Management

Technical Skills	Competency Level	Recommended Training
1. Microsoft Office	3	<ul style="list-style-type: none"> Intermediate in Microsoft Office
2. Finishing Skills	2	<ul style="list-style-type: none"> Finishing Skills
3. Materials Recognition	2	<ul style="list-style-type: none"> Intermediate Materials Knowledge
4. Machine Operation	2	<ul style="list-style-type: none"> Finishing Machines Handling Measurement and Calibration of Machines and Equipment Intermediate Machine Operation Intermediate Machine Operation Procedure
5. 5S	2	<ul style="list-style-type: none"> 5S Awareness 5S Housekeeping 7QC Tools
6. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage Chemical Handling and Storage Hazardous Material Management and Spill Prevention Awareness Emergency Response Plan and Preparedness (ERP)* Fire Fighting*

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production (Footwear Manufacturing)	Sub Focus Area: Finishing
Job Title: Finishing Section Supervisor	Level: 3
Job Description	
<p>The Finishing Section Supervisor is designated to supervise and coordinate with other operators in the finishing activities. The person also prepares a work schedule for finishing line leader.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Assign tasks to Finishing Line Leader. 2. Supervise other Finishing Line Leader. 3. Train workers in job duties, safety procedures and company policies. 4. Train new workers. 5. Resolve work-related problems, prepare, and submit progress and other reports. 6. Perform supervisory functions. 7. Perform any tasks assigned by superiors. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Arm hand steadiness • Finger dexterity • Near vision • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Advanced Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Intermediate Problem-Solving • Industrial Relations
4. Supervisory Skills	3	<ul style="list-style-type: none"> • Intermediate Supervisory Skills • Productivity Management • Team Building and Motivation
5. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language in

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		Conversation and Writing <ul style="list-style-type: none"> • Understanding of Diversification in Culture • Cross Culture Communication Skills
6. Coaching and Mentoring	3	<ul style="list-style-type: none"> • Coaching and Mentoring • Train-the-Trainer (TTT) by PSMB* • Intermediate Leadership • On-the-Job Facilitator Skills* • National Dual Training Scheme (NDTS) Coaches by CIAST*
7. Counselling skills	3	<ul style="list-style-type: none"> • Basic counselling skills

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> • Advanced Machine Operation • Advanced Machine Operation Procedure
2. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools
3. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety At the Workplace • PPE Usage • Chemical Handling and Storage • Hazardous Material Management and Spill Prevention Awareness • Compliance With Regulations Under Occupational Safety and Health Act • Site Safety Supervisor (SSS) by NIOSH* • Emergency Response Plan and Preparedness (ERP)*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Fire Fighting*
4. Microsoft Office	3	<ul style="list-style-type: none"> • Intermediate Word and Excel
5. Quality control	3	<ul style="list-style-type: none"> • Quality Control • Footwear Quality Testing • Defect Analysis
6. Finishing SOPs Operation	3	<ul style="list-style-type: none"> • Total Quality Management (TQM) • Quality Management System (QMS) • Lean Manufacturing

Focus Area: Production	Sub Focus Area: Cutting / Embroidery / Printing / Sewing / Finishing
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Job Title: Production Executive	Level: 4
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Job Description

The **Production Executive** in the footwear / apparel manufacturing industry is responsible for managing and optimising production processes, ensuring quality and efficiency, and contributing to the improvement of production targets and business objectives.

Responsibilities may include:

1. Oversee the daily operations of a production team, including assigning tasks, monitoring production, and ensuring recommended quality control.
2. Develop production supervisor.
3. Resolve production issues and troubleshoot problems.
4. Maintain a safe and orderly work environment.
5. Communicate and coordinate with relevant departments to meet production quotas and deadlines.
6. Prepare reports on production progress and quality.
7. Identify and implement process improvements to increase efficiency and productivity.
8. Represent the production team at meetings with relevant departments.
9. Maintain accurate records of all production operations.
10. Ensure that both the production lead time and daily production stay on schedule to meet the delivery dateline.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> Intermediate Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> Interpersonal Excellence Programme* Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> Advanced Communication Advanced Malay or English Language for Conversation
4. Visualisation Skills	3	<ul style="list-style-type: none"> Intermediate Design and Visual Communication Presentation Skills and Visual Aids Training
5. Leadership	4	<ul style="list-style-type: none"> Executive Management Leadership Training

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Advanced Coaching and Mentoring National Dual Training Scheme (NDTS) Coaches by CIAST* Train-the-Trainer (TTT) by PSMB Advanced Counselling Skills Advanced Supervisory skills Team Building and Motivation Change Management Conflict Management
6. Problem-Solving Skills	3	<ul style="list-style-type: none"> Intermediate Problem-Solving Skills Troubleshooting and Prevention
7. Report Writing Skills	3	<ul style="list-style-type: none"> Report Writing Training Programmes Analytical Skills Training Data Training
8. Presentation Skills	3	<ul style="list-style-type: none"> Intermediate Presentation

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	4	<ul style="list-style-type: none"> Software Machines Operation Training Industrial 4.0 training Smart Manufacturing Automation training
2. Materials Recognition	3	<ul style="list-style-type: none"> Fabric Arrangement and Measurement Advanced Materials Knowledge
3. 5S Internal Audit	3	<ul style="list-style-type: none"> 5S Housekeeping 5S Internal Audit
4. Printing, Dye stuff and Chemical	3	<ul style="list-style-type: none"> Printing, Dyeing and Chemical Training

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Handling Hazardous Chemicals • Chemical Safety Awareness
5. Environmental Compliance	3	<ul style="list-style-type: none"> • Waste Management • Environment Impact Assessment • Hazard Identification Risk Assessment and Risk Control (HIRARC)* • ISO 14001 Environmental Management System*
6. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act • Site Safety Supervisor (SSS) by NIOSH* • Safety Handling of Chemical in the Workplace • Handling Hazardous Chemicals • Chemical Safety Awareness
7. Energy, Sustainability and Governance (ESG)	3	<ul style="list-style-type: none"> • Energy Management, Sustainability, and the Circular Economy* • Overall Equipment Effectiveness (OEE) • New Energy Introduction Seminar • Energy Management Efficiency and Assessment by EC*
8. Assembly	4	<ul style="list-style-type: none"> • Advanced Assembly Training
9. Operational and Troubleshooting	3	<ul style="list-style-type: none"> • Troubleshooting in the Production Process

Focus Area: Production	Sub Focus Area: Cutting / Embroidery / Printing / Sewing / Finishing
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Job Title: Production Manager	Level: 5
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Job Description

The **Production Manager** in the footwear / apparel manufacturing industry is responsible for overseeing, managing, and optimising productions operations, ensuring quality, efficiency, and profitability, collaborates with cross-functional teams and implements strategies to optimise production efficiency.

Responsibilities may include:

1. Oversee the daily operations of the production department, including assigning tasks, monitoring production, and ensuring quality control.
2. Resolve production issues and troubleshoot problems.
3. Maintain a safe and orderly work environment.
4. Communicate with other departments, such as quality control, purchasing, shipping and finance.
5. Develop department's yearly and monthly objective and targets.
6. Prepare Annual and Monthly Department Budget.
7. Prepare reports on production progress and quality.
8. Work with all relevant departments to ensure smooth workflow and efficient production.
9. Identify and implement process improvements to increase efficiency and productivity.
10. Represent the production department at meetings with other departments.
11. Maintain accurate records of all production operations.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	<ul style="list-style-type: none"> • Effective Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Effective Communication Skills • Cross Culture Communication Skills • Business Etiquette • Customer Service
4. Problem-Solving Skills	4	<ul style="list-style-type: none"> • Expert Problem-Solving • Advanced Industrial Relation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Productivity Management • Expert Supervisory • Expert Counselling
5. Decision-Making Skills	4	<ul style="list-style-type: none"> • Decision-Making • Advanced Data Analytics
6. Leadership Skills	4	<ul style="list-style-type: none"> • Executive Management Leadership • National Dual Training Scheme (NDTS) Coaches by CII* • Train-the-Trainer (TTT) by PSMB • Expert Counselling Skills • Expert Supervisory skills • Team Building and Motivation • Master Coaching and Mentoring • Change Management • Conflict Management
7. Management Skills	4	<ul style="list-style-type: none"> • Leadership and Management Skills • Production Cost Management • Risk Management • Report Review
8. Human Resource	4	<ul style="list-style-type: none"> • HR for Non-HR Personnel
9. Marketing Skills	4	<ul style="list-style-type: none"> • Advance Sales and Marketing

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	4	<ul style="list-style-type: none"> • Software Machines Operation Training • Industrial 4.0 Training • Smart Manufacturing Automation Training
2. Materials Recognition	4	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Advanced Materials Knowledge
3. 5S Internal Audit	4	<ul style="list-style-type: none"> 5S Housekeeping 5S Internal Audit
4. Printing, Dye stuff and Chemical	3	<ul style="list-style-type: none"> Printing, Dyeing and Chemical Training Handling Hazardous Chemicals Chemicals Safety Awareness
5. Environmental Compliance	4	<ul style="list-style-type: none"> Waste Management Environment Impact Assessment Hazard Identification Risk Assessment and Risk Control (HIRARC)* ISO 14001 Environmental Management System*
6. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none"> Safety at the Workplace PPE usage Hazardous Material Management and Spill Prevention Awareness OSHA Act Site Safety Supervisor (SSS) by NIOSH* Safety Handling of Chemical in the Workplace Handling Hazardous Chemicals Chemical Safety Awareness
7. Energy, Sustainability and Governance (ESG)	4	<ul style="list-style-type: none"> Energy Management, Sustainability, and the Circular Economy* Overall Equipment Effectiveness (OEE) New Energy Introduction Seminar Energy Management Efficiency and Assessment by EC*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
8. Assembly	4	<ul style="list-style-type: none">• Advanced Assembly Training
9. Technical Report Writing Skills	4	<ul style="list-style-type: none">• Technical Specification
10. Design Software	3	<ul style="list-style-type: none">• Adobe Illustrator• Adobe Photoshop• Shoemaster Training*• LECTRA Training*• CAD CAM Training*

Focus Area: Production	Sub Focus Area: Production QC Apparel / Footwear
Job Title: Production QC Inspector	Level: 2
Job Description	
<p>The Production QC Inspector in the footwear / apparel manufacturing industry is responsible for maintaining product quality, identifying, and resolving quality issues and ensuring compliance with quality standards and specifications before they are released for distribution or shipment. The Production QC Inspector performs visual inspections, tests, and measurements to identify any defects, deviations, or non-conformities, and collaborates with the production team to implement corrective actions.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Conducting quality control inspections on products. 2. Identifying and reporting product defects or deviations. 3. Maintaining accurate and detailed inspection records. 4. Monitoring compliance with quality control standards. 5. Assisting in problem identification and resolution. 6. Conducting sample testing to validate product quality. 7. Communicating effectively with stakeholders regarding quality requirements. 8. Contributing to process improvement efforts. 9. Ensuring compliance with health and safety guidelines. 10. Maintaining and calibrating inspection equipment. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good eyesight • Not colour blind • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation
4. Visualisation Skills	2	<ul style="list-style-type: none"> • Intermediate Design and Visual Communication

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Presentation Skills and Visual Aids Training
5. Problem-Solving skills	2	<ul style="list-style-type: none"> Intermediate Problem-Solving Skills

Technical Skills	Competency Level	Recommended Training
1. Materials Recognition	2	<ul style="list-style-type: none"> Fabric Arrangement and Measurement Basic Materials Knowledge
2. 5S Internal Audit	2	<ul style="list-style-type: none"> 5S Housekeeping 5S Internal Audit
3. Environmental Compliance	2	<ul style="list-style-type: none"> Waste Management
4. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage Hazardous Material Management and Spill Prevention Awareness OSHA Act Site Safety Supervisor (SSS) by NIOSH*

Focus Area: Production	Sub Focus Area: Production QC Apparel / Footwear
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Job Title: Production QC Supervisor	Level: 3
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Job Description

The **Production QC Supervisor** in the footwear / apparel manufacturing industry is responsible for overseeing and managing the quality control processes in the apparel / footwear production QC department. They lead a team of QC inspectors and ensure that products meet the required quality standards and specifications. The Production QC Supervisor collaborates with cross-functional teams, implements quality control procedures, and drives continuous improvement in the production process.

Responsibilities may include:

1. Supervise a team of production QC inspectors.
2. Ensure that production QC inspectors are following quality control procedures.
3. Inspect footwear or apparel products to ensure that they meet quality standards.
4. Identify and report defects in products.
5. Notify production operators of defects and request corrective action.
6. Maintain records of product inspections.
7. Participate in quality control meetings and reviews.
8. Stay up to date on new quality control procedures and technologies.
9. Work with other departments to ensure that quality standards are met throughout the production process.
10. Train and develop production QC inspectors.
11. Resolve production QC issues and troubleshoot problems.
12. Maintain a safe and orderly work environment.
13. Communicate with other departments, such as production, purchasing, and shipping.
14. Prepare reports on production QC activities.
15. Meet production QC goals and objectives.

Pre-Requisite:

- Good eyesight
- Not colour blind
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Intermediate Malay or English Language for Conversation
4. Visualisation Skills	3	<ul style="list-style-type: none"> Intermediate Design and Visual Communication Presentation Skills and Visual Aids Training
5. Leadership	3	<ul style="list-style-type: none"> Management Leadership Coaching and Mentoring National Dual Training Scheme (NDTS) Coaches by CIAST* Train-the-Trainer Training Basic Counselling Skills Basic Supervisory Skills Team Building and Motivation
6. Problem-Solving skills	3	<ul style="list-style-type: none"> Intermediate Problem-Solving Skills

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> Software Machines Operation Training
2. Printing and Embroidery	3	<ul style="list-style-type: none"> Printing and Embroidery Training
3. Materials Recognition	3	<ul style="list-style-type: none"> Fabric Arrangement and Measurement Basic Materials Knowledge
4. 5S Internal Audit	3	<ul style="list-style-type: none"> 5S Housekeeping 5S Internal Audit
5. Environmental Compliance	3	<ul style="list-style-type: none"> Waste Management
6. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none">• Hazardous Material Management and Spill Prevention Awareness• OSHA Act• Site Safety Supervisor (SSS) by NIOSH*

Focus Area: Production	Sub Focus Area: Production QC Apparel / Footwear
Job Title: Production QC Executive	Level: 4
Job Description	
<p>The Production QC Executive in the footwear / apparel manufacturing industry is responsible for overseeing and managing the quality control processes in the apparel / footwear production QC department. The Production QC Executive plays a critical role in ensuring the quality and compliance of apparel / footwear manufacturing processes. This position involves meticulous inspection and oversight of production activities to uphold industry standards and meet customer expectations.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Oversee the daily operations of the quality control department, assigning tasks, monitoring production, and ensuring quality control. 2. Resolve production QC issues, troubleshoot problems, and implement corrective actions to prevent quality defects. 3. Maintain a safe and orderly work environment and work with cutting, embroidery, printing, sewing, and finishing departments to ensure a smooth workflow. 4. Communicate with other departments, such as production, purchasing, and shipping, and represent the quality control department at meetings. 5. Prepare reports on production QC activities, meet production QC goals and objectives, and identify process improvements for efficiency. 6. Develop and implement quality control procedures for apparel and footwear manufacturing operations. 7. Conduct inspections of raw materials, in-process products, and finished goods, identify and report quality defects. 8. Maintain accurate records of all production QC operations, including quality control documentation. 9. Train and supervise quality inspectors, work with suppliers to ensure they meet our quality standards. 10. Conduct quality audits to ensure compliance and drive continuous improvement. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Good eyesight • Not colour blind • Attention to details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation
4. Visualisation Skills	3	<ul style="list-style-type: none"> • Intermediate Design and Visual Communication • Presentation Skills and Visual Aids Training
5. Leadership	3	<ul style="list-style-type: none"> • Management Leadership • Change Management • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST* • Train-the-Trainer (TTT) by PSMB* • Intermediate Counselling Skills • Intermediate Supervisory Skills • Team Building and Motivation • Conflict Management
6. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Intermediate Problem-Solving Skills

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> • Intermediate Software Machines Operation
2. Printing and Embroidery	3	<ul style="list-style-type: none"> • Printing and Embroidery Training
3. Materials Recognition	3	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement • Basic Materials Knowledge
4. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Housekeeping • 5S Internal Audit

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
5. Environmental Compliance	3	<ul style="list-style-type: none">• Waste Management
6. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none">• Safety at the Workplace• PPE Usage• Hazardous Material Management and Spill Prevention Awareness• OSHA Act• Site Safety Supervisor (SSS) by NIOSH*

Focus Area: Production	Sub Focus Area: Production QC Apparel / Footwear
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Job Title: Production QC Manager	Level: 5
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Job Description

The **Production QC Manager** in the footwear / apparel manufacturing industry is responsible for overseeing and managing the quality control operations in the apparel / footwear production QC department. They lead a team of QC executives and supervisors, ensuring that products meet the required quality standards and specifications. The Production QC Manager develops and implements quality control strategies, establishes processes, and drives continuous improvement initiatives to enhance product quality and customer satisfaction.

Responsibilities may include:

1. Oversee the departments operations of the quality control department, including assigning tasks, monitoring production, and ensuring quality control.
2. Resolve production QC issues and troubleshoot problems.
3. Maintain a safe and orderly work environment.
4. Communicate with other departments, such as production, purchasing, and shipping.
5. Prepare reports on production QC activities.
6. Meet production QC goals and objectives.
7. Work with cutting, embroidery, printing, sewing, and finishing departments to ensure smooth workflow and efficient production.
8. Identify and implement process improvements to increase efficiency and productivity.
9. Represent the quality control department at meetings with other departments.
10. Maintain accurate records of all production QC operations.
11. Ensuring that all footwear or apparel products meet quality standards, including safety standards.
12. Reviewing and approving production QC procedures and protocols.
13. Developing and implementing quality control training programs for production staff.
14. Conducting regular quality control audits of production processes.
15. Maintaining relationships with footwear or apparel industry quality control organisations and agencies.

Pre-Requisite:

- Good eyesight
- Not colour blind
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	<ul style="list-style-type: none"> • Effective Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Effective Communication Skills • Cross Culture Communication Skills • Business Etiquette • Customer Service
4. Problem-Solving Skills	4	<ul style="list-style-type: none"> • Advanced Problem-Solving • Advanced Industrial Relation • Productivity Management
5. Decision-Making Skills	4	<ul style="list-style-type: none"> • Decision-Making • Basic Data Analytics
6. Leadership Skills	4	<ul style="list-style-type: none"> • High Management Leadership • Change Management • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Train-the-Trainer (TTT) by PSMB* • Advanced Counselling Skills
7. Management Skills	4	<ul style="list-style-type: none"> • Leadership and Management Skills • Production Cost Management • Risk Management • Report Review
8. Human Resource	4	<ul style="list-style-type: none"> • HR for Non-HR Personnel

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Garment Construction, Fabric Type, and Sewing Techniques	4	<ul style="list-style-type: none"> • Sewing Skills • Paper Pattern Skills
2. Machine Handling	4	<ul style="list-style-type: none"> • Advanced Sewing Machine Maintenance and Troubleshooting
3. Analysing Stitching Quality	4	<ul style="list-style-type: none"> • Defects Analysis
4. Technical Report Writing Skills	4	<ul style="list-style-type: none"> • Technical Specification
5. Design Software	4	<ul style="list-style-type: none"> • Adobe Illustrator • Adobe Photoshop • Shoemaster Training* • LECTRA Training* • CAD CAM Training*
6. Machine Operation	4	<ul style="list-style-type: none"> • Intermediate Software Machines Operation Training • Advanced Sewing Machine Operation
7. Printing and Embroidery	4	<ul style="list-style-type: none"> • Printing and Embroidery Training
8. Materials Recognition	4	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement • Materials Knowledge Training
9. 5S Internal Audit	4	<ul style="list-style-type: none"> • 5S Housekeeping • 5S Internal Audit
10. Environmental Compliance	4	<ul style="list-style-type: none"> • Waste Management
11. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act • Site Safety Supervisor (SSS) by NIOSH*

Focus Area: Production	Sub Focus Area: Warehouse Operation
Job Title: Warehouse Assistant	Level: 1

Job Description

The **Warehouse Assistant** in the Apparel / footwear manufacturing industry plays a vital role in the efficient operation of the warehouse. They are responsible for handling various tasks related to receiving, storing, organising, and distributing materials, components, and finished products. The Warehouse Assistant ensures the smooth flow of goods within the warehouse and supports inventory management processes.

Responsibilities may include:

1. Receive and unload incoming shipments of Apparel / footwear products.
2. Store Apparel / footwear products in designated areas of the warehouse.
3. Assemble and pack Apparel / footwear products for shipping.
4. Maintain accurate records of all warehouse inventory.
5. Perform routine maintenance of warehouse equipment.
6. Assist with other warehouse duties as needed.
7. Responsible for breaking down bulk shipments and sorting items for distribution.

Pre-Requisite:

- Multi-limb coordination
- Manual dexterity
- Arm hand steadiness
- Finger dexterity
- Good eyesight
- Not colour blind
- Attention to details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	1	<ul style="list-style-type: none"> • Basic Machines Operation Software
2. Materials and Accessories Recognition	2	<ul style="list-style-type: none"> • Fabric Arrangement and Measurement • Basic Materials and Accessories Knowledge
3. 5S	2	<ul style="list-style-type: none"> • 5S Awareness • 5S Housekeeping
4. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Chemical Handling and Storage • Safety at the Workplace • PPE Usage • Hazardous Material Management and Spill Prevention Awareness • OSHA Act

Focus Area: Production	Sub Focus Area: Warehouse Operation
Job Title: Warehouse Storekeeper	Level: 2

Job Description

The **Warehouse Storekeeper** in the Apparel / footwear manufacturing industry plays a critical role in managing the inventory and ensuring the smooth operation of the warehouse. They are responsible for receiving, storing, organising, and distributing materials, components, and finished products. The Warehouse Storekeeper maintains accurate inventory records, handles order processing, and assists in maintaining a well-organised warehouse environment.

Responsibilities may include:

1. Receive and unload incoming shipments of Apparel / footwear products.
2. Store Apparel / footwear products in designated areas of the warehouse.
3. Issue Apparel / footwear products to production or shipping departments.
4. Maintain accurate records of all warehouse inventory.
5. Perform routine maintenance of warehouse equipment.
6. Assist with other warehouse duties as needed.
7. Responsible for breaking down bulk shipments and sorting items for distribution.

Pre-Requisite:

- Multi-limb coordination
- Manual dexterity
- Arm hand steadiness
- Finger dexterity
- Good eyesight
- Not colour blind
- Attention to details
- Basic computer handling such as Office / ERP.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication • Intermediate Malay or English Language for Conversation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	1	<ul style="list-style-type: none">• Basic Machines Operation Software• Basic Computer Skills
2. Materials and Accessories Recognition	2	<ul style="list-style-type: none">• Fabric Arrangement and Measurement• Basic Materials and Accessories Knowledge
3. 5S	2	<ul style="list-style-type: none">• 5S Awareness• 5S Housekeeping
4. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none">• Chemical Handling and Storage• Safety at the Workplace• PPE Usage• Hazardous Material Management and Spill Prevention Awareness• OSHA Act

Focus Area: Production	Sub Focus Area: Warehouse Operation
Job Title: Warehouse Supervisor	Level: 3

Job Description

The **Warehouse Supervisor** in the Apparel / footwear manufacturing industry is responsible for overseeing the day-to-day operations of the warehouse. They manage a team of warehouse staff, ensuring efficient receipt, storage, organisation, and distribution of materials, components, and finished products. The Warehouse Supervisor monitors inventory levels, coordinates order processing, and maintains a well-organised and productive warehouse environment.

Responsibilities may include:

1. Supervise the daily operations of the warehouse, including receiving and unloading incoming shipments, storing products, and issuing products to production or shipping departments.
2. Maintain accurate records of all warehouse inventory.
3. Perform routine maintenance of warehouse equipment.
4. Train and develop warehouse staff.
5. Resolve warehouse issues and troubleshoot problems.
6. Communicate with other departments, such as production, shipping, and accounting.
7. Prepare reports on warehouse operations.
8. Meet warehouse goals and objectives.

Pre-Requisite:

- Multi-limb coordination
- Manual dexterity
- Arm hand steadiness
- Finger dexterity
- Good eyesight
- Not colour blind
- Attention to details
- Possess equivalent computer skills such as Office / ERP

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Advanced Communication

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Advanced Malay or English Language for Conversation
4. Visualisation Skills	3	<ul style="list-style-type: none"> Intermediate Design and Visual Communication Presentation Skills and Visual Aids Training
5. Leadership	3	<ul style="list-style-type: none"> Management Leadership Change Management Coaching and Mentoring National Dual Training Scheme (NDTS) Coaches by CIAST* Team Building Train-the-Trainer (TTT) by PSMB* Basic Counselling Skills Basic Supervisory Skills Team Building and Motivation Conflict Management Team Development
6. Problem-Solving Skills	3	<ul style="list-style-type: none"> Intermediate Problem-Solving Skills

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	2	<ul style="list-style-type: none"> Basic Machines Operation Software Basic Computer Skills
2. Materials and Accessories Recognition	3	<ul style="list-style-type: none"> Fabric Arrangement and Measurement Basic Materials and Accessories Knowledge
3. 5S Internal Audit	3	<ul style="list-style-type: none"> 5S Housekeeping 5S Internal Audit
4. Environmental Compliance	3	<ul style="list-style-type: none"> Waste Management Environment Impact Assessment

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Hazard Identification Risk Assessment and Risk Control (HIRARC)* ISO 14001 Environmental Management System*
5. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage Hazardous Material Management and Spill Prevention Awareness OSHA Act Site Safety Supervisor (SSS) by NIOSH*
6. Energy, Sustainability and Governance (ESG)	3	<ul style="list-style-type: none"> Energy Management, Sustainability, and the Circular Economy* Overall Equipment Effectiveness (OEE) New Energy Introduction Seminar Energy Management Efficiency and Assessment by EC*

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Production	Sub Focus Area: Warehouse Operation
Job Title: Warehouse Operations Executive	Level: 4

Job Description

The **Warehouse Operation Executive** in the Apparel / footwear manufacturing industry plays a key role in overseeing and optimising the operations of the warehouse. They are responsible for managing the day-to-day activities, ensuring efficient receipt, storage, organisation, and distribution of materials, components, and finished products. The Warehouse Operation Executive implements strategies to improve productivity, accuracy, and overall performance of the warehouse.

Responsibilities may include:

1. Oversee the daily operations of the warehouse operation department, including receiving and unloading incoming shipments, storing products, and issuing products to production or shipping departments.
2. Maintain accurate records of all warehouse inventory.
3. Perform routine maintenance of warehouse equipment.
4. Train and develop warehouse staff.
5. Resolve warehouse issues and troubleshoot problems.
6. Communicate with other departments, such as production, shipping, and accounting.
7. Prepare reports on warehouse operations.
8. Meet warehouse goals and objectives.
9. Work with cutting, embroidery, printing, sewing, and finishing departments to ensure smooth workflow and efficient production.
10. Identify and implement process improvements to increase efficiency and productivity.
11. Represent the warehouse operation department at meetings with other departments.
12. Maintain accurate records of all warehouse operation activities.
13. Ensuring that all warehouse operations are conducted in accordance with safety regulations.
14. Developing and implementing warehouse safety training programs for warehouse staff.
15. Conducting regular safety inspections of warehouse facilities and equipment.
16. Maintaining relationships with warehouse equipment suppliers and service providers.
17. Assist in budgeting and forecasting processes for the warehouse operation department.
18. Assist in evaluating the performance of warehouse staff and developing performance improvement plans.
19. Assist in hiring and firing warehouse staff.

Pre-Requisite:

- Multi-limb coordination
- Manual dexterity
- Arm hand steadiness
- Finger dexterity
- Good eyesight
- Not colour blind
- Attention to details
- Possess equivalent computer skills such as Office / ERP

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Advanced Communication • Advanced Malay or English Language for Conversation
4. Visualisation Skills	3	<ul style="list-style-type: none"> • Intermediate Design and Visual Communication • Presentation Skills and Visual Aids Training
5. Leadership	4	<ul style="list-style-type: none"> • Management Leadership • Change Management • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Train-the-Trainer (TTT) by PSMB* • Basic Counselling Skills • Basic Supervisory Skills • Team Building and Motivation • Conflict Management • Team Development
6. Problem-Solving Skills	3	<ul style="list-style-type: none"> • Intermediate Problem-Solving Skills
7. Report Writing Skills	3	<ul style="list-style-type: none"> • Report Writing Training Programmes • Analytical Skills Training • Data Training
8. Presentation Skills	3	<ul style="list-style-type: none"> • Intermediate Presentation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> Basic Machines Operation Software Equivalent Computer Skills such as Office / ERP
2. Materials and Accessories Recognition	3	<ul style="list-style-type: none"> Fabric Arrangement and Measurement Basic Materials and Accessories Knowledge
3. 5S Internal Audit	3	<ul style="list-style-type: none"> 5S Housekeeping 5S Internal Audit
4. Environmental Compliance	3	<ul style="list-style-type: none"> Waste Management Environment Impact Assessment Hazard Identification Risk Assessment and Risk Control (HIRARC)* ISO 14001 Environmental Management System*
5. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage Hazardous Material Management and Spill Prevention Awareness OSHA Act Site Safety Supervisor (SSS) by NIOSH*
6. Energy, Sustainability and Governance (ESG)	3	<ul style="list-style-type: none"> Energy Management, Sustainability, and the Circular Economy* Overall Equipment Effectiveness (OEE) New Energy Introduction Seminar Energy Management Efficiency and Assessment by EC*
7. Assembly	4	<ul style="list-style-type: none"> Advanced Assembly Skills
8. Operational and Troubleshooting	3	<ul style="list-style-type: none"> Troubleshooting in the Production Process

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training

Focus Area: Production	Sub Focus Area: Warehouse Operation
Job Title: Warehouse Operations Manager	Level: 5

Job Description

The **Warehouse Operation Manager** in the Apparel / footwear manufacturing industry is responsible for overseeing and managing all aspects of warehouse operations. They lead a team of warehouse personnel, ensuring the efficient receipt, storage, organisation, and distribution of materials, components, and finished products. The Warehouse Operation Manager develops and implements strategies to optimise productivity, accuracy, and overall performance of the warehouse.

Responsibilities may include:

1. Oversee the daily operations of the warehouse operation department, including receiving and unloading incoming shipments, storing products, and issuing products to production or shipping departments.
2. Maintain accurate records of all warehouse inventory.
3. Perform routine maintenance of warehouse equipment.
4. Train and develop warehouse staff.
5. Resolve warehouse issues and troubleshoot problems.
6. Communicate with other departments, such as production, shipping, and accounting.
7. Prepare reports on warehouse operations.
8. Meet warehouse goals and objectives.
9. Work with cutting, embroidery, printing, sewing, and finishing departments to ensure smooth workflow and efficient production.
10. Identify and implement process improvements to increase efficiency and productivity.
11. Represent the warehouse operation department at meetings with other departments.
12. Maintain accurate records of all warehouse operation activities.
13. Ensuring that all warehouse operations are conducted in accordance with safety regulations.
14. Developing and implementing warehouse safety training programs for warehouse staff.
15. Conducting regular safety inspections of warehouse facilities and equipment.
16. Maintaining relationships with warehouse equipment suppliers and service providers.
17. Overseeing the budgeting and forecasting processes for the warehouse operation department.
18. Evaluating the performance of warehouse staff and developing performance improvement plans.
19. Assist in hiring and firing warehouse staff.

Pre-Requisite:

- Multi-limb coordination
- Manual dexterity
- Arm hand steadiness
- Finger dexterity
- Good eyesight
- Not colour blind
- Attention to details
- Possess equivalent computer skills such as Office / ERP

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	<ul style="list-style-type: none"> • Effective Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Effective Communication Skills • Cross Culture Communication Skills • Business Etiquette • Customer Service
4. Problem-Solving Skills	4	<ul style="list-style-type: none"> • Problem-Solving • Advanced Industrial Relation • Productivity Management
5. Decision-Making Skills	4	<ul style="list-style-type: none"> • Decision-Making • Basic Data Analytics
6. Leadership Skills	4	<ul style="list-style-type: none"> • High Management Leadership • Change Management • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Train-the-Trainer (TTT) by PSMB* • Basic Counselling Skills
7. Management Skills	4	<ul style="list-style-type: none"> • Leadership and Management Skills • Production Cost Management • Risk Management • Report Review
8. Human Resource	4	<ul style="list-style-type: none"> • HR for Non-HR Personnel
9. Marketing Skills	4	<ul style="list-style-type: none"> • Advance Sales and Marketing

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	4	<ul style="list-style-type: none"> Basic Machines Operation Software Advanced Computer Skills such as Office / ERP
2. Materials and Accessories Recognition	4	<ul style="list-style-type: none"> Fabric Arrangement and Measurement Basic Materials and Accessories Knowledge
3. 5S Internal Audit	4	<ul style="list-style-type: none"> 5S Housekeeping 5S Internal Audit
4. Environmental Compliance	4	<ul style="list-style-type: none"> Waste Management Environment Impact Assessment Hazard Identification Risk Assessment and Risk Control (HIRARC)* ISO 14001 Environmental Management System*
5. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage Hazardous Material Management and Spill Prevention Awareness OSHA Act Site Safety Supervisor (SSS) by NIOSH*
6. Energy, Sustainability and Governance (ESG)	4	<ul style="list-style-type: none"> Energy Management, Sustainability, and the Circular Economy* Overall Equipment Effectiveness (OEE) New Energy Introduction Seminar Energy Management Efficiency and Assessment by EC*
7. Assembly	4	<ul style="list-style-type: none"> Advanced Assembly Skills
8. Operational and Troubleshooting	4	<ul style="list-style-type: none"> Troubleshooting in the Production Process

IndSF APPAREL and FOOTWEAR MANUFACTURING

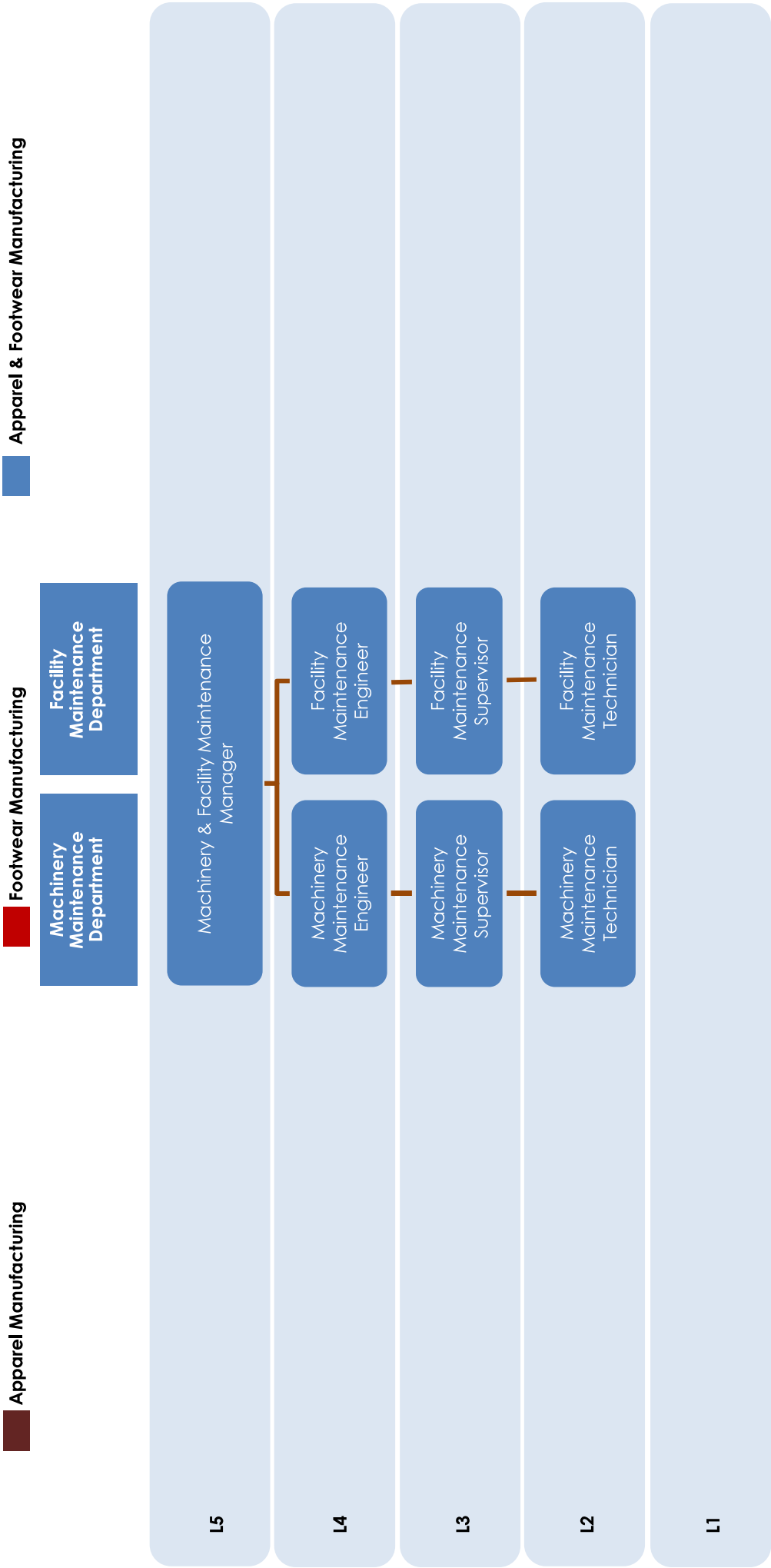


MAINTENANCE



IndSF Apparel & Footwear Manufacturing (Maintenance)

7 JOB ROLES



Focus Area: Maintenance	Sub Focus Area: Machinery Maintenance Department
Job Title: Machinery Maintenance Technician	Level: 2
Job Description	
<p>The Machinery Maintenance Technician is designated to perform works based on work orders or instructions from superiors, report any abnormalities occurred during machine maintenance activities and assist Apparel/Footwear machine maintenance technicians in all day-to-day works.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Adjusts functional parts of devices and control instruments, using hand tools, levels, plumb bobs, and straightedges. 2. Align and balance new textile equipment or machine after installation. 3. Assemble, install, or repair mechanical parts, request electricians to assemble and install electrical and electronic components, machinery, and equipment. 4. Align or adjust clearances of mechanical components or parts. 5. Clean or lubricate shafts, bearings, gears, and other parts of Apparel/Footwear machinery. 6. Repair minor mechanical problems. 7. Record all machine maintenance works. 8. Perform other tasks assigned by superiors. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Multi-Limb Coordination • Manual Dexterity • Arm Hand Steadiness • Finger Dexterity • Good Eyesight • Not Colour Blind • Attention to Details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Skills • Interpersonal Relationship
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language Programme for Conversation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
4. Problem-Solving Skills	1	<ul style="list-style-type: none"> • Basic Problem-Solving Skills
5. Supervisory Skills	1	<ul style="list-style-type: none"> • Basic Supervisory Skills • Team Building and Motivation • Conflict Management

Technical Skills	Competency Level	Recommended Training
1. Microsoft Office	1	<ul style="list-style-type: none"> • Basic Word and Excel
2. Troubleshoot the Machine and Output of Materials	1	<ul style="list-style-type: none"> • Basic Machine Maintenance and Troubleshooting
3. Machine Operation	2	<ul style="list-style-type: none"> • Intermediate Machine Specification and Operation • Intermediate Machine Maintenance and Repair Procedure • Intermediate Textile Manufacturing Process
4. 5S	2	<ul style="list-style-type: none"> • 5S • 7QC Tools
5. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage
6. Facilities and Utility Maintenance	2	<ul style="list-style-type: none"> • Basic Current and Common Engineering Problems and Solutions in an Industrial Context (Machinery, Air Compressor, Chiller, etc.)
7. Environment Sustainability Governance (ESG)	2	<ul style="list-style-type: none"> • Basic Energy Conservation and Optimisation • Energy Efficiency, Energy Conservation and Optimisation for Industry

Focus Area: Maintenance	Sub Focus Area: Machinery Maintenance Department
Job Title: Machinery Maintenance Supervisor	Level: 3
Job Description	
<p>The Machinery Maintenance Supervisor is designated to supervise and coordinate machinery maintenance technicians in the Apparel/Footwear machine maintenance activities. The person also prepares work schedule for Apparel/Footwear facility maintenance technicians and assist Apparel/Footwear facility maintenance engineer in all works.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> 1. Prepare preventive machinery maintenance schedule. 2. Compile and evaluate statistical data to determine and maintain quality and reliability of products. 3. Diagnose mechanical problems and determine how to correct them. 4. Evaluate data and write reports to validate or indicate deviations from existing standards. 5. Verify Apparel/Footwear machine maintenance works. 6. Train workers in job duties, safety procedures and company policies. 7. Train new workers. 8. Resolve work-related problems, prepare, and submit progress and other reports. 9. Inspect machinery to determine whether repairs are needed. 10. Prepare a record of all work performed. 11. Perform supervisory functions. 12. Perform other tasks assigned by superiors. <p>Pre-Requisite:</p> <ul style="list-style-type: none"> • Multi-Limb Coordination • Manual Dexterity • Arm Hand Steadiness • Finger Dexterity • Good Eyesight • Not Colour Blind • Attention to Details 	

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills • Effective Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Skills • Intermediate Interpersonal Relations Programme*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language in Conversation and Writing • Understanding of Diversification in Culture • Cross-Culture Communication Skills
4. Problem-Solving Skills	2	<ul style="list-style-type: none"> • Intermediate Problem-Solving • Basic Industrial Relation
5. Supervisory Skills	2	<ul style="list-style-type: none"> • Intermediate Supervisory Skills • Productivity Management • Team Building and Motivation
6. Coaching and Mentoring	2	<ul style="list-style-type: none"> • Coaching and Mentoring • Train-the-Trainer (TTT) by HRD Corp* • Intermediate Leadership • On-the-Job Facilitator Skills* • National Dual Training Scheme (NDTS) Coaches by CIAST*

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> • Advanced Machine Specification and Operation • Advanced Machine Maintenance and Repair Procedure • Advanced Textile Manufacturing Process
2. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools
3. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • Compliance with Regulations under

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		Occupational Safety and Health Act <ul style="list-style-type: none"> • Site Safety Supervisor (SSS) by NIOSH*
4. Microsoft Office	3	<ul style="list-style-type: none"> • Intermediate Word and Excel
5. Troubleshoot the Machine and Output of Materials	3	<ul style="list-style-type: none"> • Machine Maintenance and Troubleshooting
6. Materials Handling	3	<ul style="list-style-type: none"> • Inventory Management
7. Facilities and Utility Maintenance	3	<ul style="list-style-type: none"> • Intermediate Current and Common Engineering Problems and Solutions in an Industrial Context (Machinery, Air Compressor, Chiller, etc.)
8. Environment Sustainability Governance (ESG)	3	<ul style="list-style-type: none"> • Energy Efficiency, Energy Conservation and Optimisation for Industry

Focus Area: Maintenance	Sub Focus Area: Machinery Maintenance Department
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Job Title: Machinery Maintenance Engineer	Level: 4
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Job Description

The **Machinery Maintenance Engineer** is designated to assist the Apparel/Footwear machinery maintenance manager to plan, organise, direct, control and evaluate the company maintenance department. The person also assists in performing management activities including monitoring and analysing the machining process to ensure the machine process parameters are optimised by evaluating defect and output data from the operations.

Responsibilities may include:

1. Assist the Maintenance and Facility Manager in troubleshooting machinery breakdown, defects or machinery and equipment errors.
2. Supervise Apparel/Footwear machine maintenance activities.
3. Oversee the allocated space in the facility.
4. Oversee the installation, maintenance, repairing and dismantling works of machinery, equipment, and electrical and mechanical systems.
5. Plan and manage the machinery's maintenance budget.
6. Prepare or oversee the preparation of reports and statistics related to areas of responsibility.
7. Supervise Apparel/Footwear machine maintenance staff.
8. Review inspection and repair reports and observe the progress of work on major overhauls to evaluate the efficiency and work quality.
9. Confer with contractors to resolve problems in the installation of new equipment and to assist in the start of new plants or additions.
10. Resolve work-related problems.
11. Perform hiring and training activities.
12. Prepare various types of reports.
13. Perform other tasks assigned by superiors.

Pre-Requisite:

- Multi-Limb Coordination
- Manual Dexterity
- Arm Hand Steadiness
- Finger Dexterity
- Good Eyesight
- Not Colour Blind
- Attention to Details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	<ul style="list-style-type: none"> • Advanced Listening Skills • Effective Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Advanced Interpersonal Excellence Programme* Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> Effective Communication Skills Cross-Culture Communication Skills
4. Problem-Solving and Decision-Making Skills	3	<ul style="list-style-type: none"> Problem-Solving and Decision-Making Skills Intermediate Industrial Relation Productivity Management
5. Counselling Skills	3	<ul style="list-style-type: none"> Basic Counselling Skills
6. Leadership Skills	3	<ul style="list-style-type: none"> Middle Management Leadership Change Management Coaching and Mentoring National Dual Training Scheme (NDTS) Coaches by CIAST* Team Building Train-the-Trainer (TTT) by HRD Corp*
7. Management Skills	3	<ul style="list-style-type: none"> Leadership and Management Skills Production Cost Management Preventive Maintenance, Planning, and Implementation
8. Analytical Skills	4	<ul style="list-style-type: none"> Analytical skills Statistical Process Control (SPC)*

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	4	<ul style="list-style-type: none"> Advanced Machine Operation Advanced Machine Operation Procedure Advanced Textile Manufacturing Process

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
2. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • Safety Presentation • Hazard and Emergency Response Team • Compliance with Regulations under Occupational Safety and Health Act • NIOSH Certification in SHO*
3. Microsoft Office	4	<ul style="list-style-type: none"> • Advanced Word, PowerPoint, and Excel • Microsoft Office Professional in Word, PowerPoint, and Excel*
4. Production Planning	3	<ul style="list-style-type: none"> • Production Planning and Control • Production Cost Control
5. Materials Handling	3	<ul style="list-style-type: none"> • Inventory Management
6. Management System Manual, Policy, Procedures and Work Instruction Development	3	<ul style="list-style-type: none"> • ISO Awareness • Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)* • ISO Internal Audit • Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*
7. Facilities and Utility Maintenance	4	<ul style="list-style-type: none"> • Intermediate Current and Common Engineering Problems and Solutions in an Industrial Context (Machinery, Air Compressor, Chiller, etc.)
8. Environment Sustainability Governance	4	<ul style="list-style-type: none"> • Energy Efficiency, Energy Conservation and Optimisation for Industry

Focus Area: Maintenance	Sub Focus Area: Facility Maintenance Department
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Job Title: Facility Maintenance Technician	Level: 2
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Job Description

The Facilities Maintenance Technician in the Apparel/Footwear manufacturing industry is responsible for the efficient operation and maintenance of the facility's infrastructure, systems, and equipment. They perform preventive maintenance tasks, respond to repair requests, and ensure the facility remains safe, functional, and in compliance with regulations.

Responsibilities may include:

1. Perform preventive facilities maintenance on machinery and equipment, such as lubrication, cleaning, and inspecting for wear and tear.
2. Troubleshoot and repair facilities machinery and equipment breakdowns.
3. Calibrate facilities machinery and equipment to ensure accuracy.
4. Order and stock parts and supplies.
5. Document facilities maintenance activities and keep records of facilities machinery and equipment condition.
6. Train production staff on facilities machinery and equipment operation and maintenance.
7. Work with other facilities maintenance technicians and engineers to improve machinery and equipment reliability and efficiency.

Pre-Requisite:

- Multi-Limb Coordination
- Manual Dexterity
- Arm Hand Steadiness
- Finger Dexterity
- Good Eyesight
- Not Colour Blind
- Attention to Details.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	2	<ul style="list-style-type: none"> • Intermediate Listening Skills
2. Interpersonal Skills	2	<ul style="list-style-type: none"> • Interpersonal Skills • Interpersonal Relationship
3. Communication Skills	2	<ul style="list-style-type: none"> • Intermediate Communication Skills • Intermediate Malay or English Language Programme for Conversation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
4. Problem-Solving Skills	1	<ul style="list-style-type: none"> • Basic Problem-Solving Skills
5. Supervisory Skills	1	<ul style="list-style-type: none"> • Basic Supervisory Skills • Team Building and Motivation • Conflict Management

Technical Skills	Competency Level	Recommended Training
1. Microsoft Office	1	<ul style="list-style-type: none"> • Basic Word and Excel
2. Troubleshoot the Machine and Output of Materials	1	<ul style="list-style-type: none"> • Basic Machine Maintenance and Troubleshooting
3. Machine Operation	2	<ul style="list-style-type: none"> • Intermediate Machine Specification and Operation • Intermediate Machine Maintenance and Repair Procedure • Intermediate Textile Manufacturing Process
4. 5S	2	<ul style="list-style-type: none"> • 5S • 7QC Tools
5. Occupational, Safety and Health Act (OSHA)	2	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage
6. Facilities and Utility Maintenance	2	<ul style="list-style-type: none"> • Basic Current and Common Engineering Problems and Solutions in an Industrial Context (Machinery, Air Compressor, Chiller, etc.)
7. Environment Sustainability Governance (ESG)	2	<ul style="list-style-type: none"> • Basic Energy Conservation and Optimisation • Energy Efficiency, Energy Conservation and Optimisation for Industry

Focus Area: Maintenance	Sub Focus Area: Facility Maintenance Department
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Job Title: Facility Maintenance Supervisor	Level: 3
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Job Description

The Facility Maintenance Supervisor is responsible for overseeing the maintenance and repair of all equipment and facilities at an Apparel/Footwear manufacturing plant. This includes everything from boilers, HVAC systems to plumbing. The Facilities Maintenance Supervisor must be able to troubleshoot and repair a wide variety of equipment and must also be able to manage a team of Facilities Maintenance Technicians. In addition, the Facilities Maintenance Supervisor is responsible for ensuring that all facilities maintenance work is performed in a safe and efficient manner.

Responsibilities may include:

1. Oversee the maintenance and repair of all equipment and facilities at an Apparel/Footwear manufacturing plant.
2. Troubleshooting and repairing a wide variety of equipment.
3. Managing a team of facilities maintenance technicians.
4. Ensuring that all facilities maintenance work is performed in a safe and efficient manner.
5. Complying with all applicable safety regulations.
6. Developing and implementing preventive facilities maintenance programs.
7. Ordering and maintaining inventory of spare parts.
8. Preparing and submitting reports on facilities maintenance activities.
9. Working with other departments to ensure the smooth operation of the plant.

Pre-Requisite:

- Control Precision Skills
- Manual Dexterity
- Arm Hand Steadiness
- Finger Dexterity
- Good Eyesight
- Not Colour Blind
- Attention to Details

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	3	<ul style="list-style-type: none"> • Intermediate Listening Skills • Effective Listening Skills
2. Interpersonal Skills	3	<ul style="list-style-type: none"> • Interpersonal Skills • Intermediate Interpersonal Relations Programme*
3. Communication Skills	3	<ul style="list-style-type: none"> • Intermediate Communication Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> • Intermediate Malay or English Language in Conversation and Writing • Understanding of Diversification in Culture • Cross-Culture Communication Skills
4. Problem-Solving Skills	2	<ul style="list-style-type: none"> • Intermediate Problem-Solving • Basic Industrial Relation
5. Supervisory Skills	2	<ul style="list-style-type: none"> • Intermediate Supervisory Skills • Productivity Management • Team Building and Motivation
6. Coaching and Mentoring	2	<ul style="list-style-type: none"> • Coaching and Mentoring • Train-the-Trainer (TTT) by HRD Corp* • Intermediate Leadership • On-the-Job Facilitator Skills* • National Dual Training Scheme (NDTS) Coaches by CIAST*

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> • Advanced Machine Specification and Operation • Advanced Machine Maintenance and Repair Procedure • Advanced Textile Manufacturing Process
2. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools
3. Occupational, Safety and Health Act (OSHA)	3	<ul style="list-style-type: none"> • Safety at the Workplace • PPE Usage • Compliance with Regulations under Occupational Safety and Health Act

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Site Safety Supervisor (SSS) by NIOSH*
4. Microsoft Office	3	<ul style="list-style-type: none"> Intermediate Word and Excel
5. Troubleshoot the Machine and Output of Materials	3	<ul style="list-style-type: none"> Machine Maintenance and Troubleshooting
6. Materials Handling	3	<ul style="list-style-type: none"> Inventory Management
7. Facilities and Utility Maintenance	3	<ul style="list-style-type: none"> Intermediate Current and Common Engineering Problems and Solutions in an Industrial Context (Machinery, Air Compressor, Chiller, etc.)
8. Environment Sustainability Governance (ESG)	3	<ul style="list-style-type: none"> Energy Efficiency, Energy Conservation and Optimisation for Industry

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Maintenance	Sub Focus Area: Facility Maintenance Department
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Job Title: Facility Maintenance Engineer	Level: 4
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Job Description

The Facilities Maintenance Engineer in the Apparel/Footwear manufacturing industry is responsible for overseeing and managing the maintenance and repair operations of the facility's infrastructure, systems, and equipment. They utilise their engineering knowledge and technical expertise to develop facility maintenance strategies, troubleshoot issues, and implement improvements to ensure the facility remains safe, functional, and in compliance with regulations.

Responsibilities may include:

1. Oversee the daily activities of facilities maintenance technicians.
2. Ensure that all facilities machinery and equipment maintenance activities are conducted in accordance with safety regulations.
3. Develop and implement facilities machinery and equipment maintenance procedures and schedules.
4. Conduct regular safety inspections of facilities machinery and equipment.
5. Maintain relationships with facilities machinery and equipment suppliers and service providers.
6. Oversee the budgeting and forecasting processes for the facility maintenance department.
7. Evaluate the performance of facility maintenance technicians and develop performance improvement plans.
8. Hire and fire facility maintenance technicians.
9. Work with other departments, such as production, engineering, and quality control, to ensure that facilities machinery and equipment is properly maintained and repaired.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	<ul style="list-style-type: none"> • Advanced Listening Skills • Effective Listening Skills
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal • Advanced Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Effective Communication Skills • Cross-Culture Communication Skills
4. Problem-Solving and Decision-Making Skills	3	<ul style="list-style-type: none"> • Problem-Solving and Decision-Making Skills • Intermediate Industrial Relation

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
		<ul style="list-style-type: none"> Productivity Management
5. Counselling Skills	3	<ul style="list-style-type: none"> Basic Counselling Skills
6. Leadership Skills	3	<ul style="list-style-type: none"> Middle Management Leadership Change Management Coaching and Mentoring National Dual Training Scheme (NDTS) Coaches by CIAST* Team building Train-the-Trainer (TTT) by HRD Corp*
7. Management Skills	3	<ul style="list-style-type: none"> Leadership and Management Skills Production Cost Management Preventive Maintenance, Planning, and Implementation
8. Analytical Skills	4	<ul style="list-style-type: none"> Analytical Skills Statistical Process Control (SPC)*

Technical Skills	Competency Level	Recommended Training
1. Machine Operation	3	<ul style="list-style-type: none"> Advanced Machine Operation Advanced Machine Operation Procedure Advanced Apparel/ Footwear Manufacturing Process
2. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage Safety Presentation Hazard and Emergency Response Team Compliance with Regulations under Occupational Safety and Health Act NIOSH Certification in SHO*

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
3. 5S Internal Audit	3	<ul style="list-style-type: none"> • 5S Internal Audit • 7QC Tools
4. Microsoft Office	3	<ul style="list-style-type: none"> • Intermediate Word and Excel
5. Troubleshoot the Machine and Output of Materials	3	<ul style="list-style-type: none"> • Machine Maintenance and Troubleshooting
6. Materials Handling	3	<ul style="list-style-type: none"> • Inventory Management
7. Facilities and Utility Maintenance	3	<ul style="list-style-type: none"> • Intermediate Current and Common Engineering Problems and Solutions in an Industrial Context (Machinery, Air Compressor, Chiller, etc.)
8. Environment Sustainability Governance (ESG)	3	<ul style="list-style-type: none"> • Energy Efficiency, Energy Conservation and Optimisation for Industry

IndSF APPAREL and FOOTWEAR MANUFACTURING

Focus Area: Maintenance	Sub Focus Area: Machinery Maintenance/ Facility Maintenance Department
Job Title: Machinery and Facility Maintenance Manager	Level: 5

Job Description

The **Machinery and Facility Maintenance Manager** in the Apparel/Footwear manufacturing industry is responsible for overseeing and managing the maintenance and repair operations of both machinery and facility infrastructure. They ensure the effective functioning of machinery, equipment, and facility systems to support production operations and maintain a safe, efficient, and compliant working environment. In addition, they continuously look out for better systems, machineries, and equipment to support production operations, aiming for increased efficiency and cost reduction.

Responsibilities may include:

1. Oversee the daily activities of machinery and facility maintenance technicians.
2. Ensure that all machinery and facility maintenance activities are conducted in accordance with safety regulations.
3. Develop and implement machinery and facility maintenance procedures and schedules.
4. Conduct regular safety inspections of machinery and facilities.
5. Maintain relationships with machinery and facility maintenance suppliers and service providers.
6. Oversee the budgeting and forecasting processes for the machinery maintenance and facility maintenance department.
7. Evaluate the performance of machinery and facility maintenance technicians and develop performance improvement plans.
8. Hire and fire machinery and facility maintenance technicians.
9. Work with other departments, such as production, engineering, and quality control, to ensure that machinery and facilities are properly maintained and repaired.
10. Identifying and implementing process improvements to increase efficiency and productivity of the machinery maintenance and facility maintenance department.
11. Representing the machinery maintenance and facility maintenance department at meetings with other departments and stakeholders.
12. Maintaining accurate records of machinery and facility maintenance activities and costs.
13. Developing and implementing training programs for machinery and facility maintenance technicians.
14. Staying up to date on the latest trends and technologies in machinery and facility maintenance

Pre-Requisite:

- Multi-Limb Coordination
- Manual Dexterity
- Arm Hand Steadiness
- Finger Dexterity
- Good Eyesight
- Not Colour Blind
- Attention to Details.

Soft Skills	Competency Level	Recommended Training
1. Listening Skills	4	• Effective Listening Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Soft Skills	Competency Level	Recommended Training
2. Interpersonal Skills	4	<ul style="list-style-type: none"> • Interpersonal • Interpersonal Excellence Programme* • Emotional Intelligence*
3. Communication Skills	4	<ul style="list-style-type: none"> • Effective Communication Skills • Cross Culture Communication Skills • Business Etiquette • Customer Service
4. Problem-Solving Skills	4	<ul style="list-style-type: none"> • Problem-Solving • Advanced Industrial Relation • Productivity Management
5. Decision-Making Skills	4	<ul style="list-style-type: none"> • Decision-Making • Basic Data Analytics
6. Leadership Skills	4	<ul style="list-style-type: none"> • High Management Leadership • Change Management • Coaching and Mentoring • National Dual Training Scheme (NDTS) Coaches by CIAST* • Team Building • Train-the-Trainer (TTT) by PSMB* • Basic Counselling Skills
7. Management Skills	4	<ul style="list-style-type: none"> • Leadership and Management Skills • Production Cost Management • Risk Management • Report Review
1. Human Resource	3	<ul style="list-style-type: none"> • HR for Non-HR Personnel
2. Marketing Skills	4	<ul style="list-style-type: none"> • Advance Sales and Marketing

Technical Skills	Competency Level	Recommended Training
1. Garment Construction, Fabric Type, and Sewing Techniques	3	<ul style="list-style-type: none"> • Sewing Skills • Paper Pattern Skills

JOB DESCRIPTION, SKILLS, and RECOMMENDED TRAINING

IndSF APPAREL and FOOTWEAR MANUFACTURING

Technical Skills	Competency Level	Recommended Training
2. Machine Operation	4	<ul style="list-style-type: none"> Advanced Sewing Machine Operation
3. Machine Handling	4	<ul style="list-style-type: none"> Advanced Sewing Machine Maintenance and Troubleshooting
4. Analyse Stitching Quality	4	<ul style="list-style-type: none"> Defects Analysis
5. Technical Report Writing Skills	4	<ul style="list-style-type: none"> Technical Specification
6. Design Software	4	<ul style="list-style-type: none"> Adobe Illustrator Adobe Photoshop Shoe Master Lectra/Cad Cam ETC
7. Occupational, Safety and Health Act (OSHA)	4	<ul style="list-style-type: none"> Safety at the Workplace PPE Usage Hazardous Material Management and Spill Prevention Awareness OSHA Act Site Safety Supervisor (SSS) by NIOSH*
8. Facilities and Utility Maintenance	4	<ul style="list-style-type: none"> Expert Current and Common Engineering Problems and Solutions in an Industrial Context (Machinery, Air Compressor, Chiller, etc.)
9. 5S Internal Audit	4	<ul style="list-style-type: none"> 5S Housekeeping 5S Internal Audit

ABBREVIATIONS

3Rs	Reduce, Recycle, Reuse
5S	Sort, Set in order, Shine, Standardise, Sustain
7QC	7 Quality Control
AI	Artificial Intelligence
CePIETSO-BP	Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems (Biological Processes)
CePIETSO-PCP	Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems (Physical Chemical Processes)
CePBFO	Certified Environmental Professional in Bag Filter Operation
CePSO	Certified Environmental Professional in Scrubber Operation
CePSTPO	Certified Environmental Professional in Sewage Treatment Plant Operation
CePLTPO	Certified Environmental Professional in the Leachate Treatment Plant Operation
CePPOMETS	Certified Environmental Professional in the Treatment of Palm Oil Mill Effluent
CePSWaM	Certified Environmental Professional in Scheduled Waste Management
COSWMaW	Certified Operator in Scheduled Waste Management for Workshop
CIAST	Centre for Instructor and Advanced Skill Training
CPR	Cardiopulmonary Resuscitation
DOE	Department of Environment
EC	Energy Commission
ERP	Emergency Response Plan and Preparedness
ESG	Energy, Sustainability and Governance
HR	Human Resources
HIRARC	Hazard Identification Risk Assessment and Risk Control
ITO	Information Technology Outsourcing
ICT	Information and Communication Technologies
IR4.0	Industrial Revolution 4.0
ISO	International Organisation for Standardisation
MKMA	Malaysia Knitting Manufacturers Association
MTMA	Malaysian Textile Manufacturers Association
MOSQF	Malaysian Occupational Skills Qualification Framework

ABBREVIATIONS

MOF	Malaysian Organisational Framework
NDTS	National Dual Training Scheme
NIOSH	National Institute for Occupational Safety & Health
NOSS	National Occupational Skills Standard
NON-HR	Non-Human Resource
OSHA	Occupational Safety and Health Administration
OEE	Overall Equipment Effectiveness
PSMB	Pembangunan Sumber Manusia Berhad
PBSM	Persatuan Bulan Sabit Merah
PPE	Personal Protective Equipment
QMS	Quality Management System
R&D	Research and Development
RMK-12	Rancangan Malaysia Ke-12
SHO	Safety & Health Officer
SHE	Safety, Health and Environment
SOP	Standard Operating Procedure
SKM	Sijil Kemahiran Malaysia
SMV	Standard Minute Value
SPC	Statistical Process Control
SSS	Site Safety Supervisor
ST	Suruhanjaya Tenaga
TTT	Train-the-Trainer
TQM	Total Quality Management



LIST OF SOURCES

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3. HRD Corp Internal Data 2023.
4. Malaysian Investment Development Authority (MIDA), 2023.