

QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR LEATHER SECTOR

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

Leather Sector Skill
Council

E-mail:

infor@leatherssc.org



Contents

1. Introduction and Contacts..... Page no. 1
2. Qualifications Pack.....Page no.2
3. OS Units.....Page no.2
4. Glossary of Key TermsPage no.3

Introduction

Qualification Pack - Heel Attacher (Ladies Shoe)

SECTOR:	LEATHER
SUB SECTOR:	Footwear
OCCUPATION:	Heel Attaching
REFERENCE ID:	LSS/Q2901
ALIGNED TO:	NCO-2004/8266.40 & 8266.42

A heel is the rear part at the bottom of a shoe. Heels of a shoe are often made from leather or some other material. Heels are normally manufactured components which are attached to the footwear towards the end of shoemaking.

Brief Job Description: The primary responsibility of the Heel Attacher and compressor is to attach heel to the sole of a shoe by machine. He/ she are responsible to ensure use of right kind of nails, screws and glue etc while attaching heel to the shoe. He/ she perform the heel attaching and compressing process as per the required manufacturing process.

Personal Attributes: He/ She should have an understanding of the shoe making process. A heel attacher should know about different variety of heels and the tools required in the attaching process. He/ She should have the ability to perform a repetitive task while ensuring the quality of the product.

Qualifications Pack Code	LSS/Q2901		
Job Role	Heel Attacher (Ladies Shoe)		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Heel Attaching	Next review date	31/03/17
NSQC Clearance	18/06/2015		

Job Role	Heel Attacher (Ladies Shoe)
Role Description	The primary responsibility of the Heel Attacher and compressor is to attach heel to the sole of a shoe by hand or by machine.
NSQF level	4
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	Prior training in footwear manufacturing preferred
Experience	Prior experience as helper in footwear manufacturing for a minimum of 2-3 years
Applicable National Occupational Standards (NOS)	Compulsory <ol style="list-style-type: none"> LSS/N2901 Carry out heel attaching and compressing process LSS/N8501 Maintain the work area, tools and machines LSS/N8601 Maintain health, safety and security at workplace LSS/N8701 Comply with industry, regulatory and organizational requirements Optional: N.A.
Performance Criteria	As described in the relevant OS units

Definition

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfil achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding; he/she needs to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to find the required one.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of required performance.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform up to the required standard.

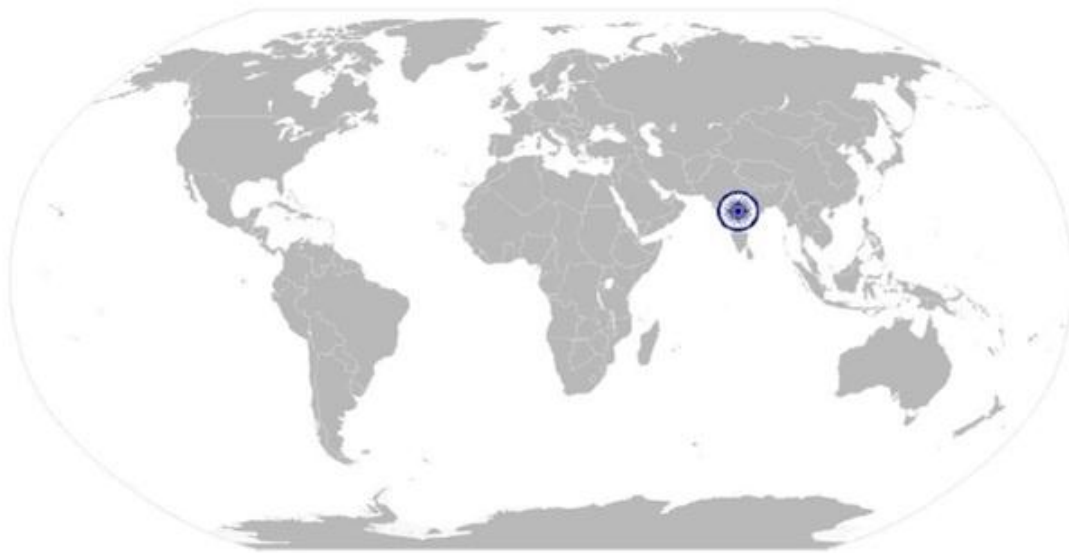
Acronyms

Keywords /Terms	Description
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
TBD	To Be Determined

LSS/N2901

Carry out heel attaching and compressing process

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out the process of attaching and compressing heel to a shoe.

National Occupational Standards

LSS/N2901

Carry out heel attaching and compressing process

National Occupational Standard

Unit Code	LSS/N2901
Unit Title (Task)	Carry out heel attaching and compressing process
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out the process of attaching and compressing heel to a shoe.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Preparation for heel attachment Carrying out heel attachment activity
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation for heel attachment	To be competent, the user/individual on the job must be able to: PC1. Ensure the work area is free from hazards as per the safety norm of the organization PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role PC4. Set the machine parameters as per the manufacturers instruction
Heel Attachment	PC5. Ensure the shoe is free from leather defects and handling damages as per the quality standards PC6. Feed screws into machine fixture as per manufacturers instruction PC7. Inverts shoe and places heel section over the metal rest of the machine as per the operating procedure PC8. Operate the machine by pressing the pedal, as per the manufacturers instruction PC9. Staple heel manually on the sole of the shoe, if required as per specifications PC10. Ensure the quality of the shoe is as per the specified quality standards
Sorting and placing	PC11. Ensure the shoes are prepared for the next operation as per the standards specified by the organization PC12. Ensure the shoe is free from production and handling damages
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Organizations standard operating procedures KA2. Safe working practices KA3. Own job responsibilities KA4. Ways of resolving problems within the work area KA5. The lines of communication, authority and reporting procedures KA6. The organization's rules, codes and guidelines (including timekeeping) KA7. The companies quality standards KA8. Equipment operating procedures / manufacturer's instructions KA9. Statutory responsibilities under Health, Safety and Environmental legislation and regulations
B. Technical	The user/individual on the job needs to know and understand:

National Occupational Standards

LSS/N2901

Carry out heel attaching and compressing process

Knowledge	<p>KB1. The heel attaching process</p> <p>KB2. Machine operations</p> <p>KB3. The various tools and parts required to attach a heel</p> <p>KB4. The organizations standard operating procedures</p> <p>KB5. The leather defects and handling defects</p> <p>KB6. The various process and product defects</p> <p>KB7. Escalation hierarchy</p>
Skills (S)	
A. Core Skills / Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/local language as applicable</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company</p>
	<p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read and comprehend basic English/local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc</p>
	<p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the defects and the procedure for dealing with it</p> <p>SB2. Evaluate and take appropriate actions in terms of any deviations from the process</p>
	<p>Plan and Organize</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Keep the required materials and tools in an organized manner to avoid risks to oneself and others</p> <p>SB4. Plan work according to the required schedule</p>
	<p>Customer Centricity</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Evaluate and assess the attached heel is as per customer standards</p> <p>SB6. Ensure customer satisfaction by meeting the specified productivity targets</p>
	<p>Problem Solving</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Review the defects and take appropriate decision</p> <p>SB8. Analyze and take necessary actions for rectifications</p>
	<p>Analytical Thinking</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB9. Diagnose common problems in the machine based on visual inspection, sound, temperature etc.</p>

National Occupational Standards

LSS/N2901

Carry out heel attaching and compressing process

	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB10. Assess and control the quality standards of the product as per customer standards



National Occupational Standards

LSS/N2901

Carry out heel attaching and compressing process

NOS Version Control

NOS Code	LSS/N2901		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Heel Attaching	Next review date	18/06/2015

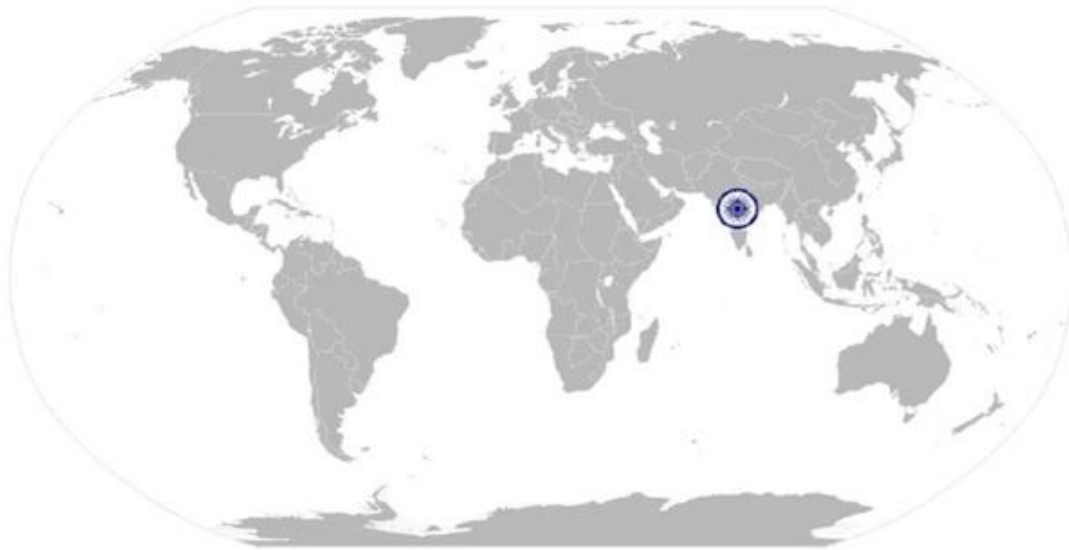
[Back To Top](#)



LSS/N8501

Maintain the work area, tools and machines

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.

LSS/N8501

Maintain the work area, tools and machines

Unit Code	LSS/N8501
Unit Title (Task)	Maintain the work area, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Maintenance of the work area, tools and machines
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintenance of the work area, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Prepare and organize work</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Deal with work interruptions</p> <p>PC7. Move around the workplace with care</p> <p>PC8. Maintain tools and equipment</p> <p>PC9. Carry out running maintenance within agreed schedules</p> <p>PC10. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC11. Report unsafe equipment and other dangerous occurrences</p> <p>PC12. Ensure that the correct machine guards are in place</p> <p>PC13. Work in a comfortable position with the correct posture</p> <p>PC14. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC15. Dispose of waste safely in the designated location</p> <p>PC16. Store cleaning equipment safely after use</p> <p>PC17. Complete and store accurate records and documentation</p> <p>PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working</p> <p>PC19. Give inputs and assist in completing documentation</p> <p>PC20. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC21. Ensure safe and correct handling of materials, equipment and tools</p> <p>PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of one's own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The lines of communication, authority and reporting procedures</p>

LSS/N8501

Maintain the work area, tools and machines

	<p>KA7. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA8. The companies quality standards</p> <p>KA9. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p> <p>KA12. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p> <p>KA13. The quality standards and processes followed by the organization relevant to your role</p> <p>KA14. Documentation required for reporting</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of minimized production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimizing waste</p> <p>KB8. The importance of running maintenance and regular cleaning</p> <p>KB9. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB10. Common faults with equipment and the method to rectify</p> <p>KB11. Maintenance procedures and manufacturer's instructions</p> <p>KB12. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB13. Different types of cleaning equipment and substances and their use</p> <p>KB14. Safe working practices for cleaning and the method of carrying them out</p> <p>KB15. The production process and the specific work activities that relate to the whole process</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards,</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p> <p>SA6. Use correct technical term while interacting with supervisor</p>

LSS/N8501

Maintain the work area, tools and machines

B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions regarding to responsibilities
	SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly
	SB3. Evaluate the decision and conduct basic trouble shooting
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB4. Plan and manage work routine based on company procedure
	SB5. Work with supervisors/ team mates to carry out work related tasks
	SB6. Plan for cleaning and lubricating the concerned machinery daily
	SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB8. Ensure and follow organizational procedures pertaining to health and safety are followed
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB9. Solve operational role related issues
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB10. Diagnose common problems in the machine based on visual inspection, sound, temperature etc
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

LSS/N8501

Maintain the work area, tools and machines

NOS Version Control

NOS Code	LSS/N8501		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Heel Attaching	Next review date	18/06/2015

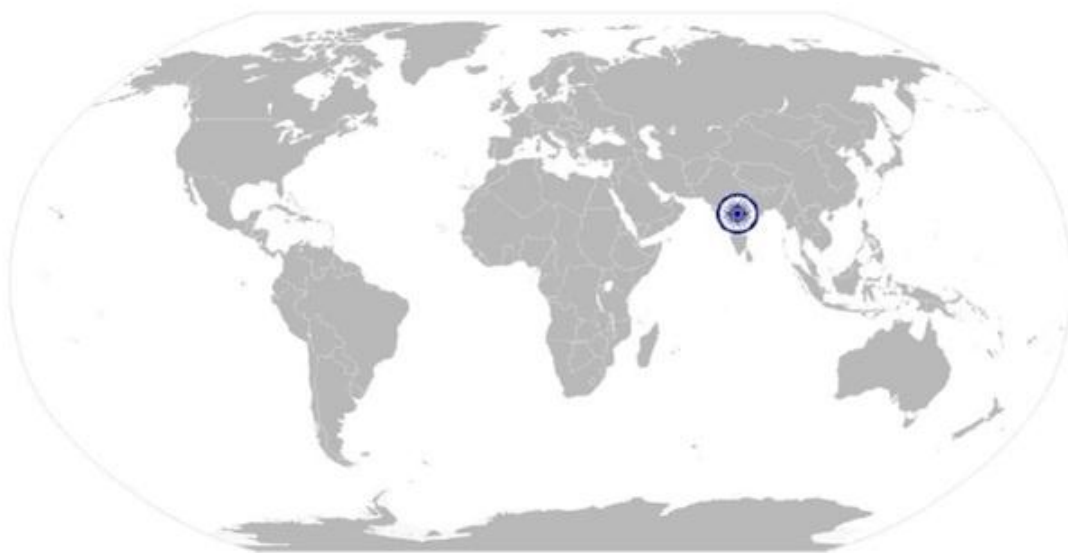
[Back To Top](#)



LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	LSS/N8601
Unit Title (Task)	Maintain health, safety and security at workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Compliance with health, safety and security requirements at work
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organization procedures for shutdown and evacuation when required</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p>

LSS/N8601

Maintain health, safety and security at workplace

company / organization and its processes)	<p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Document and report any health and safety related incidents/ accidents
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA2. Read and comprehend manuals of operations
B. Professional Skills	SA3. Read all organizational and equipment related health and safety manuals and documents
	SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Give clear instructions to co-workers, subordinates and other personnel
	SA6. Use correct technical terms while interacting with supervisor
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organizational
	SB2. Evaluate and use correct PPE and other safety gear while at the workplace
B. Professional Skills	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SB3. Work with supervisors/ team mates to carry out work related tasks

LSS/N8601

Maintain health, safety and security at workplace

	SB4. Plan work according to the required schedule
	SB5. Keep work area free from potential hazards
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Ensure and follow organizational procedures pertaining to health and safety are followed
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB7. Take appropriate actions during emergencies, accidents or fire at the workplace
	SB8. Resolve issues pertaining to malfunctions in machineries and report if required
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB9. Identify emergency situations
	SB10. Identify cause effect relationship for the emergencies
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



LSS/N8601

Maintain health, safety and security at workplace

NOS Version Control

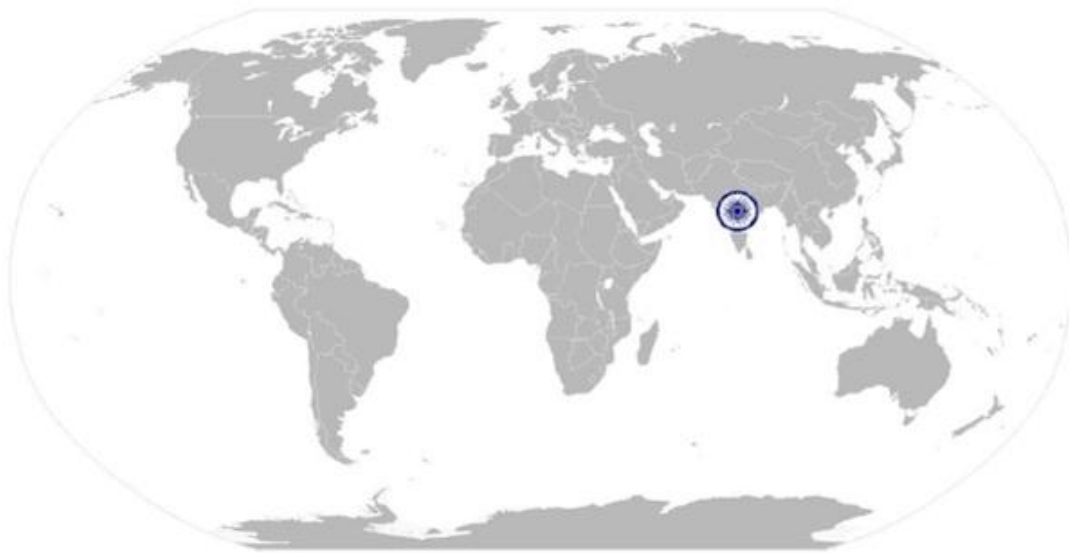
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Heel Attaching	Next review date	18/06/2015

[Back To Top](#)



LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.

LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard

Unit Code	LSS/N8701
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Compliance with industry, regulatory and organisational requirements
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with industry, regulatory and organisational requirements	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</p> <p>PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within the work practices</p> <p>PC4. Provide support to the supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The importance of having an ethical and value-based approach to governance</p> <p>KA2. Benefits to the company and oneself due to practice of these procedures</p> <p>KA3. Specific to the industry/sector, know and understand:</p> <ul style="list-style-type: none"> Legal, regulatory and ethical requirements Procedures to follow if someone does not meet the requirements <p>KA4. Customer specific requirements mandated as a part of the work process</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Country / customer specific regulations for the sector and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB3. Limits of personal responsibility</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend the organizational documents pertaining to rules and procedures</p>

LSS/N8701 Comply with industry, regulatory and organizational requirements

	SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB5. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB6. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

LSS/N8701 Comply with industry, regulatory and organizational requirements

NOS Version Control

NOS Code	LSS/N8701		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Heel Attaching	Next review date	18/06/2015

[Back To Top](#)



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Heel Attacher (Ladies Shoe)

Qualification Pack LSS/Q2901

Sector Skill Council leather

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score an aggregate of 50% aggregate
6. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack

NOS	PC	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. LSS/N2901 (Carry out heel attaching and compressing process)	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	50	4	1	3
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		3	0	3
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		4	1	3
	PC4. Set the machine parameters as per the manufacturers instruction		4	1	3
	PC5. Ensure the shoe is free from leather defects and handling damages as per the quality standards		4	1	3
	PC6. Feed screws into machine fixture as per manufacturers instruction		5	1	4

	PC7. Inverts shoe and places heel section over the metal rest of the machine as per the operating procedure		5	1	4
	PC8. Operate the machine by pressing the pedal, as per the manufacturers instruction		5	1	4
	PC9. Staple heel manually on the sole of the shoe, if required as per specifications		5	1	4
	PC10. Ensure the quality of the shoe is as per the specified quality standards		4	1	3
	PC11. Ensure the shoes are prepared for the next operation as per the standards specified by the organization		4	1	3
	PC12. Ensure the shoe is free from production and handling damages		3	0	3
		Total	50	10	40
2. LSS/N8501 (Maintain the work area, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	2	0	2
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		3	1	2
	PC4. Prepare and organize work		3	1	2
	PC5. Maintain a clean and hazard free working area		3	1	2
	PC6. Deal with work interruptions		3	1	2
	PC7. Move about the workplace with care		2	0	2
	PC8. Maintain tools and equipment		2	0	2
	PC9. Carry out running maintenance within agreed schedules		2	0	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences		3	1	2

	PC12. Ensure that the correct machine guards are in place		2	0	2
	PC13. Work in a comfortable position with the correct posture		3	1	2
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		2	0	2
	PC15. Dispose of waste safely in the designated location		3	1	2
	PC16. Store cleaning equipment safely after use		1	0	1
	PC17. Complete and store accurate records and documentation		2	0	2
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	0	2
	PC19. Give inputs and assist in completing documentation		2	0	2
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		2	1	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		2	0	2
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	0	2
		Total	50	8	42
3. LSS/N8601 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	45	3	0	3
	PC2. Use and maintain personal protective equipment as per protocol		3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		2	0	2
	PC4. Maintain a healthy lifestyle and guard against		3	1	2

	dependency on intoxicants				
	PC5. Follow environment management system related procedures		3	0	3
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		3	1	2
	PC7. Report any service malfunctions that cannot be rectified		2	0	2
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		2	0	2
	PC9. Safely handle and move waste and debris		3	1	2
	PC10. Minimize health and safety risks to self and others due to own actions		2	0	2
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		2	0	2
	PC12. Monitor the workplace and work processes for potential risks and threats		2	0	2
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	2
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		2	0	2
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		3	0	3
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		3	0	3
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		2	0	2

	PC18. Follow organization procedures for shutdown and evacuation when required		2	0	2
		Total	45	5	40
4. LSS/N8701 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures		3	0	3
	PC2. Seek and obtain clarifications on policies and procedures, from supervisor or other authorized personnel		4	1	3
	PC3. Apply and follow these policies and procedures within work practices		2	0	2
	PC4. Provide support to supervisor and team members in enforcing these considerations		3	1	2
	PC5. Identify and report any possible deviation to these requirements		3	0	3
		Total	15	2	13