

Model Curriculum

Helper - Finishing (Goods and Garments)

SECTOR: LEATHER
SUB-SECTOR: GOODS AND GARMENTS
OCCUPATION: FINISHING OPERATIONS (ASSISTANCE)
REF ID: LSS/Q5601, V1.0
NSQF LEVEL: 2

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

LEATHER SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: 'Helper-Finishing (Goods and Garments)' QP No. 'LSS/Q5601 NSQF Level 2'

Date of Issuance: April 9th, 2016
Valid up to*: April 10th, 2018

**Valid up to the next review date of the Qualification Pack*


Authorised Signatory
(Leather Sector Skill Council)

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Helper - Finishing (Goods and Garments)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Helper- Finishing (Goods and Garments)”, in the “Leather” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Helper - Finishing (Goods and Garments)		
Qualification Pack Name & Reference ID.	Helper - Finishing (Goods and Garments) LSS/Q5601, V 1.0		
Version No.	1.0	Version Update Date	27-09 – 2016
Pre-requisites to Training	Class V		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Gain knowledge on overview of leather industry and generic skills: General instructions to importance of leather industry, general hazards in leather industry, basic health safety and hygiene precautions, generic skills to be followed in leather industry. • Identify and use basic tools, equipment & materials: Effectively identify, select & use the specified tools, materials and equipment relevant to goods and garments finishing operations. • Support in goods and garments finishing operations: Assist in cleaning, colouring, lamping, final finishing and packing of goods and garments. • Handle work area, tools and machines appropriately: Ensure correct handling of material, tools and machines, maintain clean and hazard free work area, proper usage of cleaning equipment, maintain correct usage of workplace tools and equipment. • Contribute to achieve quality product in goods and garments finishing process: Ensure that finishing of goods and garments is done accurately according to the quality standard. Identify, report and replace faulty materials and component parts which do not meet specification. • Become well versed with environment, health, safety & security at work: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to goods and garments finishing occupation. • Follow industrial regularity and organizational requirements: Carry out work in accordance with organizational guidelines and procedures, identify and report any possible deviation. 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Helper- Finishing (Goods and Garments)” Qualification Pack issued by “Leather Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Overview on Leather Industry and Generic Skills</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 09:00</p> <p>Corresponding NOS Code Core skills/ Generic skills and Professional skills collated from all the NOS of the QP</p>	<ul style="list-style-type: none"> Explain the importance of leather industry Describe leather manufacturing process Explain general hazards or risk that can lead to accidents Follow basic safety, health and hygiene measures Wear and use PPE for safety Carry out communication effectively with co-workers in writing as well as orally Read the documents that are necessary for them to read to carry out operator's task 	Chairs, Trainers desk and Computer, Student table, Projector, White projector screen, White board, Flip chart display stand, Safety Hazard signs, Newspaper, Stationery, PPE set
2	<p>Carry-out Supporting Operations in the Finishing Process of Leather Goods and Garments</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 81:00</p> <p>Corresponding NOS Code LSS/N6201</p>	<ul style="list-style-type: none"> Identify tools and equipments used in goods and garments finishing Describe different processes in goods and garments finishing Assist in setting up of different machines used for finishing Prepare work area for the operations Arrange, sort and place the leather finished goods and garments for next stage of production accordingly 	Job card, Color, Foam/ sponge, Spray gun, Brasso, Gas lighter, Scissor, Thread cutter, Creasing tool, Revolving punch, Riveting tools, Spring divider, Inch tape, Marking awl, Hand Iron, Pasting cane
3	<p>Support to Achieving Product Quality in Goods and Garments Finishing Operations</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 33:00</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> Explain the importance of product checks Describe the issues pertaining to quality in leather goods and garments Describe the process to identify materials which do not conform to requirements List different types of faults in components of leather goods and garments Describe the process to maintain the production flow 	Silver pen

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	LSS/N6202		
4	Maintain the Work Area, Tools and Machines Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 26:00 Corresponding NOS Code LSS/N8501	<ul style="list-style-type: none"> Ensure housekeeping and safety Maintain workplace, tools and equipment 	Floor/ dust cleaning machine, Dry vacuum cleaner, Mop bucket, Detergent, Phenyl, Scrubbing and polishing machine, Gloves, Helmet, Shoes, Apron
5	Maintain Health, Safety and Security at Workplace Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 11:00 Corresponding NOS Code LSS/N8601	<ul style="list-style-type: none"> Identify and correct malfunctions in machinery and equipment Minimize health and safety risks to self and others due to own actions Monitor the workplace and work processes for potential risks and threats Carry out periodic walk- through to keep work area free from hazards and obstructions, if assigned Undertake first aid, fire-fighting and emergency response training, if asked to do so Take action based on instructions in the event of fire, emergencies or accidents Follow organisation procedures for shutdown and evacuation when required 	First aid kit, Fire extinguisher, Gloves, Helmet, Shoes, Apron
6	Comply with Industry, Regulatory and Organizational Requirements Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code LSS/N8701	<ul style="list-style-type: none"> Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures Apply and follow policies and procedures within the work practices Identify and report any possible deviation to ethical requirements 	Legal documents according to the labour law
	Total Duration Theory Duration 35:00	Unique Equipment Required: Job card, Color, Foam/ sponge, Spray gun, Brasso, Gas lighter, Scissor, Thread cutter, Creasing tool, Revolving punch, Riveting tools, Spring divider, Inch tape, Marking awl, Hand Iron, Pasting cane, Silver	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration 165:00	pen, Floor/ dust cleaning machine, Dry vacuum cleaner, Mop bucket, Detergent, Phenyl, Scrubbing and polishing machine, Gloves, Helmet, Shoes, Apron, First aid kit, Fire extinguisher, Legal documents according to the labour law	

Grand Total Course Duration: 200 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by [Leather Sector Skill Council](#))

Trainer Prerequisites for Job role: “Helper- Finishing (Goods and Garments)” mapped to Qualification Pack: “LSS/Q5601, Version 1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “LSS/Q5601, Version 1.0”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	10 th with 18 months certificate course in Goods and Garments (any) and above.
4a	Domain Certification	Certified for Job Role: “Helper- Finishing (Goods and Garments)”, mapped to QP: “LSS/Q5601, Version 1.0”. The minimum accepted score should be as per the decision of the respective SSC guidelines.
4b	Platform Certification	Certified for Job Role: “Trainer”, mapped to QP: “SSC/Q1402”. The minimum accepted score should be as per the decision of the respective SSC guidelines.
5	Experience	Minimum 6 years site experience with Finishing Operations (Goods and Garments) Level-4 qualified.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Helper- Finishing (Goods and Garments)
Qualification Pack	LSS/Q5601, V1.0
Sector Skill Council	Leather

Sr. No.	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 centre (as per assessment criteria below).
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate.
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
1. LSS/N6201: Carry out supporting operations in finishing of leather goods and garments	PC1. Check that the work area is free from hazards	100	1	0	1
	PC2. Follow the instructions on the work ticket/ job card		1	0	1
	PC3. Assist in carrying out foundation operations safely and at a rate which maintains work flow and meets production targets		6	5	1
	PC4. Report any damaged work to the responsible person		4	3	1
	PC5. Sort and place work to assist the next stage of production and minimise the risk of damage		3	2	1
	PC6. Leave work area safe and secure when work is complete		1	0	1
	PC7. Adhere to legal requirements and organizational procedures and guidelines while undertaking tasks		4	3	1
	PC8. Apply colour with the help of a sponge on the garments		3	2	1
	PC9. Dry the garments		1	0	1
	PC10. Carry the garments to the washing department		1	0	1
	PC11. Sort and place work to assist the next stage of production and to minimise the risk of damage		2	0	2
	PC12. Clean the final article to remove all residue, dirt, adhesive or any other contamination by hand/ machine		3	0	3
	PC13. Shine the metal parts of the articles, like buckles, buttons etc		3	0	3
	PC14. Sort and place work to assist the next stage of production and to minimise the risk of damage		2	0	2
	PC15. Burn the extra threads of the good / garment		3	0	3
	PC16. Sort and place work to assist the next stage of production and to minimise the risk of damage		2	0	2
	PC17. Trim excess threads from the article		2	0	2
	PC18. Check for any incorrect/ damaged stitch/design embroidery		3	0	3
	PC19. Hand over to alteration section to mend minor defects		7	5	2
	PC20. Minimise waste and dispose of all waste materials in the approved manner		1	0	1
	PC21. Sort and place work to assist the next stage of production and to minimise the risk of damage		2	0	2
	PC22. Wrap the metal parts of the good/ garment		5	3	2

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC23. Attach brand labels on the article		6	2	4
	PC24. Attach barcodes/price tags on the article		2	0	2
	PC25. Fill all the pockets with packing material to prevent distortion of shape		2	0	2
	PC26. Wrap the article in paper and prepare for packing in boxes		3	0	3
	PC27. Count the number of packed boxes		5	3	2
	PC28. Arrange the specified number of boxes in cartons		7	2	5
	PC29. Seal the cartons and prepare for dispatch		5	0	5
	PC30. Load the cartons in vehicles to dispatch to client		5	0	5
	PC31. Minimise waste and dispose of all waste materials in the approved manner		2	0	2
	PC32. Sort and place work to assist the next stage of production and to minimise the risk of damage		2	0	2
	PC33. Safely store and dispose of waste materials		1	0	1
	Total		100	30	70
2. LSS/N6202: Support to achieving product quality in goods and garments finishing operations	PC1. Set up and test equipment to meet quality standard	50	1	0	1
	PC2. Ensure materials and component parts meet specifications		7	5	2
	PC3. Ensure the quality of the product meets specification during production		6	5	1
	PC4. Ensure that there are no residues of adhesive /stray marks or similar defects on the outer surface of the component		6	5	1
	PC5. Check for visible faults on the good/garment		6	5	1
	PC6. Ensure immediate movement of faulty materials for alteration		1	0	1
	PC7. Ensure proper and full covering of metal parts of the good/ garment to prevent scratches during dispatch		6	5	1
	PC8. Maintain the required productivity and quality levels		6	5	1
	PC9. Assist in quality checks at agreed intervals and in the approved way		1	0	1
	PC10. Maintain the continuity of production with minimum interruptions and downtime		6	5	1
	PC11. Identify process problems that effect product quality and report them promptly to appropriate people		1	0	1
	PC12. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC13. Follow reporting procedures where the cause of faults cannot be identified		1	0	1
	PC14. Maintain records and documentation		1	0	1
	Total		50	35	15
3. LSS/N8501: Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	1	0	1
	PC2. Use correct lifting and handling procedures		7	5	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		1	0	1
	PC5. Maintain a clean and hazard free working area		2	0	2
	PC6. Deal with work interruptions		7	5	2
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools and equipment		7	5	2
	PC9. Carry out running maintenance within agreed schedules		1	0	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences		2	0	2
	PC12. Ensure that the correct machine guards are in place		3	0	3
	PC13. Work in a comfortable position with the correct posture		2	0	2
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
	PC15. Dispose of waste safely in the designated location		1	0	1
	PC16. Store cleaning equipment safely after use		2	0	2
	PC17. Complete and store accurate records and documentation		1	0	1
	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		1	0	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		2	0	2
	PC21. Ensure safe and correct handling of materials, equipment and tools		1	0	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
	Total		50	15	35
4. LSS/N8601: Maintain health, safety and security at	PC1. Comply with health and safety related instructions applicable to the workplace	25	5.5	5	0.5
	PC2. Use and maintain personal protective equipment as per protocol		0.5	0	0.5

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	Total		25	10	15
	Grand Total	250	250	100	150