







## **Model Curriculum**

# Helper-Finishing Operations (Finished Leather)

**SECTOR: LEATHER** 

**SUB-SECTOR: FINISHED LEATHER** 

**OCCUPATION: FINISHING (ASSISTANCE)** 

REF ID: LSS/Q0804, V1.0

**NSQF LEVEL: 2** 















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### 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: <u>'Helper-Finishing Operations (Finished Leather)'</u> QP No. <u>'LSS/Q0804 NSQF Level 2'</u>

Date of Issuance: April 9th, 2016
Valid up to\*: April 10th, 2018
\*Valid up to the next review date of the Qualification Pack

, 2018 Authorised Signatory
Qualification Pack (Leather Sector Skill Council)









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## Helper- Finishing Operations (Finished Leather)

#### **CURRICULUM / SYLLABUS**

This program is aimed at training candidates for the job of a "<u>Helper-Finishing Operations (Finished Leather</u>" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Helper - Finishing Operations (Finished Leather)						
Qualification Pack Name & Reference ID.	Helper - Finishing Ope LSS/Q0804, V 1.0	rations (Finished Leather)					
Version No.	1.0	.0 <b>Version Update Date</b> 28–09 – 2016					
Pre-requisites to Training	Class V	Class V					
Training Outcomes	Gain knowled skills: General general hazard hygiene precarindustry.     Identify and useffectively ide equipment relevant and assembles Assist in fat lique mbossing to a correct handlin and hazard fremaintain correscorrect.     Become well security at wo terms of person occupation.     Follow industricts.	<ul> <li>After completing this programme, participants will be able to:         <ul> <li>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.</li> <li>Identify and use basic tools, equipment &amp; materials:</li></ul></li></ul>					









This course encompasses  $\underline{5}$  out of  $\underline{5}$  National Occupational Standards (NOS) of "<u>Helper-Finishing Operations (Finished Leather)</u>" Qualification Pack issued by "<u>Leather Sector Skill Council</u>".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Overview on Leather Industry and Generic Skills  Theory Duration (hh:mm) 08:00  Practical Duration (hh:mm) 09:00  Corresponding NOS Code Core skills/ Generic skills and Professional skills collated from all the NOS	<ul> <li>Explain the importance of leather industry</li> <li>Describe leather manufacturing process</li> <li>Explain general hazards or risk that can lead to accidents</li> <li>Follow basic safety, health and hygiene measures</li> <li>Wear and use PPE for safety</li> <li>Carry out communication effectively with co-workers in writing as well as orally</li> <li>Read the documents that are necessary for them to read to carry out operator's task</li> </ul>	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	of the QP  Assist in Finishing Operations in Finished Leather  Theory Duration (hh:mm) 08:00  Practical Duration (hh:mm) 81:00  Corresponding NOS Code LSS/N0812	<ul> <li>Identify tools and equipment used in finishing operations in finished leather</li> <li>Describe various process in dry operations - fat liquoring, coating, vacuum drying, plating, glazing, embossing</li> <li>Assist in setting up of different machines used in finishing operations of finished leather</li> <li>Prepare work area for the operations</li> <li>Arrange, sort and place the leather sheets for next stages of production accordingly</li> </ul>	Lubricating oil, Cutting plier, Wrench plier, Spanner set, Hex key set, Leather thickness gauge, Roughing machine, Auto spray, Roller coating, Spraying machine, Tray spray, Plating machine, Glazing machine, Embossing machine, Dry drum, Spray gun, Padding machine, Vacuum drying machine
3	Support to Achieving Product Quality in Finishing Operations  Theory Duration (hh:mm) 05:00  Practical Duration (hh:mm) 33:00	<ul> <li>Explain the importance of product checks in finished leather sheets</li> <li>Describe the issues pertaining to quality in leather processing</li> <li>Methods of identifying faults with the finished leather sheets</li> </ul>	Stage inspection









Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code LSS/N0813		
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	Ensure housekeeping and safety     Maintain workplace, tools and equipment	Spanner set, Hex key set, Screwdriver set, Cutting plier, Leather thickness gauge, Cleaning machine, Vacuum cleaner
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> <li>Identify and correct malfunctions in machinery and equipment</li> <li>Minimize health and safety risks to self and others due to own actions</li> <li>Monitor the workplace and work processes for potential risks and threats</li> <li>Carry out periodic walk- through to keep work area free from hazards and obstructions, if assigned</li> <li>Undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>Take action based on instructions in the event of fire, emergencies or accidents</li> <li>Follow organisation procedures for shutdown and evacuation when required</li> </ul>	First aid kit, Fire extinguisher, Earplug, Head cover, Helmet, Apron, Gumboot, Respiratory mask, Goggles, Hand gloves , Phenyl, Floor cleaning machine, Safety shower, Safety eyewash
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> <li>Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</li> <li>Apply and follow policies and procedures within the work practices</li> <li>Identify and report any possible deviation to ethical requirements</li> </ul>	Sample legal documents
	Total Duration	Unique Equipment Required:	









Sr. No.	Module	Key Learning Outcomes	Equipment Required		
	Theory Duration 35:00	Lubricating oil, Roughing machine, Auto spray, Roller coating, Spraying machine, Tray spray, Plating machine, Glazing machine, Embossing machine, Dry drum, Spray gun, Padding machine, Vacuum drying machine, Spanner set, Hex key set, Screwdriver set,			
	Practical Duration 165:00	Cutting plier, Leather thickness gauge, Cleaning machine, Vacuum cleaner, First aid kit, Fire extinguisher, earplug, Head cover, Helm Apron, Gumboot, Respiratory mask, Goggles, Hand gloves, Phen Floor cleaning machine, Safety shower, Safety eyewash, Sample legal documents			

**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 Operations (Finished Leather)" mapped to Qualification Pack: "LSS/Q0804, 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/Q0804, 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 <sup>th</sup> with 18 months certificate course in Finished Leather (any) and above.				
4a	Domain Certification	Certified for Job Role: "Helper- Finishing Operations (Finished Leather)", mapped to QP: "LSS/Q0804, 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 (Finished Leather) Level-4 qualified.				









### **Annexure: Assessment Criteria**

Assessment Criteria	
Job Role	Helper- Finishing Operations (Finished Leather)
Qualification Pack	LSS/Q0804, 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		Total	Out	Marks A	Allocation
Outcome	Assessment Criteria	Mark	Of	Theory	Skills Practical
1. LSS/N0812: Assist in	PC1. Make sure that the work area is free from hazards		3	0	3
finishing	PC2. Obtain and check equipment, protective				
operations in finished leather	clothing and other necessary requirements for serviceability		2	0	2
	PC3. Assist in processing the material by carrying out mechanical operations		3	0	3
	PC4. Follow the correct sequence of operations		3	0	3
	PC5. Accurately follow the essential information contained in the work ticket		13	10	3
	PC6. Handle and move the material in the most effective manner and in the correct sequence		3	0	3
	PC7. Check that the material is free from fault and fit for processing at the next stage		3	0	3
	PC8. Report any damaged work to the supervisor/quality controller		2	0	2
	PC9. Sort and place work to assist with the next stage of production and minimize the risk of damage		12	10	2
	PC10. Ask for help and information from your colleagues, supervisor when necessary, in a polite manner	100	3	0	3
	PC11. Anticipate and respond to requests for assistance from colleagues willingly and politely		3	0	3
	PC12. Assist in application of fats and oils (Fat liquoring process), flexing and rolling the crust leather under pressure for converting into finished form.		2	0	2
	PC13. Scrape hide with tool to expel moisture and scum left from tanning; apply grease, oil, soap or other compounds		3	0	3
	PC14. In case of machine operations, hand over the crust leather to the machine operator and collect and stack the same once process is completed		3	0	3
	PC15. Pass the completed crust leather to the next stage of production		2	0	2
	PC16. Clean the work equipment and work area		3	0	3
	PC17. Assist in machine application processes by positioning the crust		5	0	5
	leather on bed of machine in the right manner and pull it out of the machine and stack it separately		2	0	2









Assessable		Total	Out	Out Marks Allocation	
Outcome	Assessment Criteria	Mark	Of	Theory	Skills Practical
	PC19. Assist in machine application of finishing coats which involves:		2	0	2
	PC20. Assist in finishing coats by hand that include  Padding Spraying brushing		2	0	2
	PC21. Pass the completed crust leather to the next stage of production		2	0	2
	PC22. Clean the equipment and work area		2	0	2
	PC23. Assist in spreading out the leather, grain down, on a smooth surface to which heat is applied		2	0	2
	PC24. Help operator placing a vacuum hood over the surface, to apply vacuum in drying the leather		7	5	2
	PC25. Clean the equipment and work area		2	0	2
	PC26. Assist the operator by positioning the crust leather on bed of machine for finishing processes		2	0	2
	PC27. Pull it from the machine table after the process and stack it as mandated		1	0	1
	PC28. Clean the equipment and work area		1	0	1
A 100 mins :-	Total		100	30	70
2. LSS/N0813: Support to achieving	PC1. Carry out lubrication of the leather as per the specifications after the fat liquoring process		1	0	1
product quality in finished leather	PC2. Assist in ensuring that the colour mixing and colour matching is achieved as per the specifications		6	5	1
finishing operations	PC3. Coating/s to be applied are correctly selected or obtained and given to the operator	50	10.5	10	0.5
	PC4. Close the spray booth to minimize emission into the working environment and that the finish has been applied as per the specifications.		1	0	1
	PC5. Assist in doing small corrections in color and adjustments to the		0.5	0	0.5
	desired end tone		6	5	1









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	sessable tcome	Assessment Criteria	Mark	Out Of	Theory	Skills Practical
		PC6. Ensure that the leather is smooth and glossy after the ironing process		1	0	1
		PC7. Ensure that the desired pattern is achieved after embossing		1	0	1
		PC8. Assist in ensuring that each single leather side is measured at the end of the production process		0.5	0	0.5
		PC9. Assist in using the bally penetrometer or a maser tester for assessing the water permeability and water absorption		0.5	0	0.5
		PC10. Assist in assessing the leather thickness, color tone, feel and faultiness of each side		1	0	1
		PC11. Ensure the leathers are bound together in bundles, piled on pallets		10.5	10	0.5
		and shrink-wrapped		1	0	1
		PC12. Carry out quality checks at agreed intervals and in the approved way		0.5	0	0.5
		PC13. Recognize, isolate and report any deviations from normal		1	0	1
		PC14. Identify process problems that effect product quality and report them promptly to appropriate people		6	5	1
		PC15. Maintain the continuity of production with minimum interruptions and downtime		0.5	0	0.5
		PC16. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility		0.5	0	0.5
		PC17. Follow reporting procedures		0.5	0	0.5
		PC18. Provide necessary inputs to maintain records and documentation		0.5	0	0.5
		Total		50	35	15
3.	LSS/N8501: Maintain the	PC1. Handle materials, machinery, equipment and tools safely and correctly		2	0	2
	work area, tools and	PC2. Use correct lifting and handling procedures		2	0	2
	machines	PC3. Use materials to minimize waste		2	0	2
		PC4. Prepare and organize work		2	0	2
		PC5. Maintain a clean and hazard free working area	50	2	0	2
		PC6. Deal with work interruptions		2	0	2
		PC7. Move around the workplace with care		2	0	2
		PC8. Maintain tools and equipment		2	0	2
		PC9. Carry out running maintenance within agreed schedules		4	2	2
		PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2









Acceptable		Total	04	Marks /	Allocation
Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Theory	Skills Practical
	PC11. Report unsafe equipment and other dangerous occurrences		2	0	2
	PC12. Ensure that the correct machine guards are in place		2	0	2
	PC13. Work in a comfortable position with the		8	6	2
	correct posture PC14. Use cleaning equipment and methods			,	
	appropriate for the work to be carried out		2	1	1
	PC15. Dispose of waste safely in the designated location		2	1	1
	PC16. Store cleaning equipment safely after use		1	0	1
	PC17. Complete and store accurate records and documentation		2	1	1
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	1	1
	PC19. Give inputs and assist in completing documentation		2	1	1
	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		1	0	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1
	Total		50	15	35
4. LSS/N8601: Maintain	PC1. Comply with health and safety related instructions applicable to the workplace		1	0	1
health, safety and security at	PC2. Use and maintain personal protective equipment as per protocol		1	0	1
workplace	PC3. Carry out own activities in line with approved guidelines and procedures		0.5	0	0.5
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
	PC5. Follow environment management system related procedures	25	5.5	5	0.5
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
	PC7. Report any service malfunctions that cannot be rectified		1	0	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		1	0	1
	PC9. Safely handle and move waste and debris		1	0	1









Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		0.5	0	0.5
	PC12. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		0.5	0	0.5
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		1	0	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		0.5	0	0.5
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required		6	5	1
	Total		25	10	15
5. LSS/N8701:     Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	8	5	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		3	0	3
	PC3. Apply and follow these policies and procedures within the work practices		3	0	3
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	0	3
	PC5. Identify and report any possible deviation to these requirements		8	5	3
	Total		25	10	15
	Grand Total	250	250	100	150