

Model Curriculum

Helper - Parts Making (Goods and Garments)

SECTOR: LEATHER
SUB-SECTOR: GOODS AND GARMENTS
OCCUPATION: PARTS MAKING (ASSISTANCE)
REF ID: LSS/Q5502, 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-Parts Making (Goods and Garments)' QP No. 'LSS/Q5502 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)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	05
3. Annexure: Assessment Criteria	06

Helper - Parts Making (Goods and Garments)

CURRICULUM / SYLLABUS

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

Program Name	Helper - Parts Making (Goods and Garments)		
Qualification Pack Name & Reference ID.	Helper - Parts Making (Goods and Garments) LSS/Q5502, 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 parts making. • Learn and assist the operators in parts making for leather goods and garments: Assist in material cutting, stitching, skiving, pasting, printing, colouring, button attaching etc. • 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 parts making process: Ensure that parts making for goods and garments is done accurately according to the specifications. 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 parts making 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- Parts Making (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 Making Components of Leather Goods and Garments</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 83:00</p> <p>Corresponding NOS Code LSS/N5503</p>	<ul style="list-style-type: none"> • Identify tools and equipments used in parts making • Describe different processes in goods and garments parts making • Assist in setting up of different machines used for parts making • Prepare work area for the operations • Arrange, sort and place the leather parts for next stage of production accordingly 	Job card, Clicking machine, Mecca Knife, Dyes, Required, Tin pattern, Leather sheets, Printing machine, Embossing machine, Stamping machine, Foil, Printing ink, Skiving machine, Rampi, Color, Foam, Container, Brush/ bud, Pasting cane, Rotating fusing machine, Iron box, Sugar coated lining, Steel scale, Button, buckles, Decoration items, Button setter, Wax, Punch, Hammer, Stitching machine, Stitching awl, Scissor, Inch tape, Marking awl, Silver refill
	<p>Support to Achieving Product Quality in Parts Making</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 	Stage wise inspection while doing the production

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 33:00 Corresponding NOS Code LSS/N5504	<p>which do not conform to requirements</p> <ul style="list-style-type: none"> List different types of faults in components of leather goods and garments Describe the process to maintain the production flow 	
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	<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

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code LSS/N8701		
	Total Duration Theory Duration 33:00 Practical Duration 167:00	Unique Equipment Required: Job card, Clicking machine, Mecca Knife, Dyes, Required, Tin pattern, Leather sheets, Printing machine, Embossing machine, Stamping machine, Foil, Printing ink, Skiving machine, Rampi, Color, Foam, Container, Brush/ bud, Pasting cane, Rotating fusing machine, Iron box, Sugar coated lining, Steel scale, Button, buckles, Decoration items, Button setter, Wax, Punch, Hammer, Stitching machine, Stitching awl, Scissor, Inch tape, Marking awl, Silver refill, 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 - Parts Making (Goods and Garments)” mapped to Qualification Pack: “LSS/Q5502, 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/Q5502, 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- Parts Making (Goods and Garments)”, mapped to QP: “LSS/Q5502, 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 Leather Goods and Garments Manufacturing Level-4 qualified.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Helper-Parts Making (Goods and Garments)
Qualification Pack	LSS/Q5502, 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/N5503: Carry out supporting operations in making components of leather goods and garments	PC1. Check that the work area is free from hazards	100	2	0	2
	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		1	0	1
	PC4. Report any damaged work to the responsible person		1	0	1
	PC5. Sort and place work to assist the next stage of production and minimize the risk of damage		6	5	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		2	0	2
	PC8. Number and keep track of cut components		1	0	1
	PC9. Check that the number of cut components is equal to that in the work ticket/job card.		7	5	2
	PC10. Inform the operator when the desired number of pieces required of the particular pattern is reached.		1	0	1
	PC11. Check and match the different pieces based on colour and texture to ensure adherence to quality norms		2	0	2
	PC12. Assist the cutter/ clicker performing the clicking operation		2	0	2
	PC13. Correctly sort and place work to assist the next stage of production and to minimize the risk of dam		2	0	2
	PC14. Get the cut pieces from the cutting desk and choose the tools and materials required for the printing / stamping/ embossing process and		1	0	1
	PC15. Check that products conform to their specification		1	0	1
	PC16. Assemble products using hands/machines based on the process guidelines		1	0	1
	PC17. Stamp/ emboss/ screen print the article number/brand logo/ other information using hands/machines, on the		2	0	2

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	components as per specifications				
	PC18. Sort and place work to assist the next stage of production and to minimize the risk of damage		2	0	2
	PC19. Minimize waste and dispose of all waste materials in the approved manner		2	0	2
	PC20. Store and dispose of waste materials from the process		2	0	2
	PC21. Assist skiver in material movement		1	0	1
	PC22. Minimize waste and dispose of all waste materials in the approved manner		1	0	1
	PC23. Sort and place work to assist the next stage of production and to minimize the risk of damage		1	0	1
	PC24. Make machines safe and clean after use		1	0	1
	PC25. Safely store and dispose of waste materials		1	0	1
	PC26. Check that products conform to the design specifications		1	0	1
	PC27. Bring components from the skiving desk/ cutting desk		2	0	2
	PC28. Apply colour on the edges of the components using a brush		1	0	1
	PC29. Produce products by hand that conform to specifications		1	0	1
	PC30. Minimize waste and dispose of all waste materials in the approved manner		1	0	1
	PC31. Sort and place work to assist the next stage of production and to minimize the risk of damage		1	0	1
	PC32. Safely store and dispose of waste materials		1	0	1
	PC33. Choose the tools and materials required for the pasting process and get the cut pieces from the skiving desk		1	0	1
	PC34. Check that products conform to their specification		1		1
	PC35. Assemble products using hands/machines based on the process guidelines		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC36. Apply adhesive on the skived edges as per specifications		2	0	2
	PC37. Fold the skived edges of the component		1	0	1
	PC38. Sort and place work to assist the next stage of production and to minimize the risk of damage		7	5	2
	PC39. Minimize waste and dispose of all waste materials in the approved manner		1	0	1
	PC40. Store and dispose of waste materials from the process		1	0	1
	PC41. Choose the tools and materials required for the fusing/pressing process and get the cut pieces from the skiving desk		7	5	2
	PC42. Check that products conform to their specification		1	0	1
	PC43. Assemble products using hands/machines based on the process guidelines		1	0	1
	PC44. Place the sugar coated waxy known as reinforcement behind the leather pieces		1	0	1
	PC45. Attach the reimbursement on the leather component using heat, either by hand iron (in case of garments) or a machine		1	0	1
	PC46. In case of machine, set the time, temperature and pressure of the machine according to the leather type.		1	0	1
	PC47. Sort and place work to assist the next stage of production and to minimize the risk of damage		1	0	1
	PC48. Minimize waste and dispose of all waste materials in the approved manner		1	0	1
	PC49. Store and dispose waste materials from the process		1	0	1
	PC50. Attach buttons / buckles/ decoration items on the goods/ garments		6	5	1
	PC51. Sort and place work to assist the next stage of production and to minimize the risk of damage		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC52. Assist the stitching operator in getting the materials and cut pieces from respective process owners		6	5	1
	PC53. Checks the shades of the different cut pieces to adhere to quality norms		1	0	1
	PC54. Trim any excess thread or materials based on the design requirements using appropriate tools and without any damage		1	0	1
	PC55. Hammer the stitched area to flatten the surface based on the design requirements using appropriate tools and without any damage		1	0	1
	PC56. Sort and place work to assist the next stage of production and to minimize the risk of damage		1	0	1
	Total		100	30	70
2. LSS/N5504: Support to achieving product quality in parts making	PC1. Set up and test equipment to meet quality standard	50	1	0	1
	PC2. Ensure materials and component parts meet specifications		1	0	1
	PC3. Ensure the quality of the product meets specification during production		11	10	1
	PC4. Identify faults in cut/ stitched/ components		1	0	1
	PC5. Carry faulty components back to the respective operator for correction		2	0	2
	PC6. Ensure that there are no residues of adhesive /stray marks or similar defects on the outer surface of the component		16	15	1
	PC7. Ensure immediate movement of material from one place to another to increase productivity		2	0	2
	PC8. Maintain the required productivity and quality levels		1	0	1
	PC9. Carry out quality checks at agreed intervals and in the approved way		1	0	1
	PC10. Maintain the continuity of production with minimum interruptions and downtime		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC11. Identify faults and irregularities in equipment and machinery and report to the operator		11	10	1
	PC12. Follow reporting procedures where the cause of faults cannot be identified		1	0	1
	PC13. 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	2	0	2
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		3	0	3
	PC4. Prepare and organize work		2	0	2
	PC5. Maintain a clean and hazard free working area		3	0	3
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		3	0	3
	PC8. Maintain tools and equipment		3	0	3
	PC9. Carry out running maintenance within agreed schedules		4	2	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	1	1
	PC11. Report unsafe equipment and other dangerous occurrences		3	2	1
	PC12. Ensure that the correct machine guards are in place		1	0	1
	PC13. Work in a comfortable position with the correct posture		2	1	1
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		3	2	1
	PC15. Dispose of waste safely in the designated location		3	2	1
	PC16. Store cleaning equipment safely after use		2	1	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

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	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		1	0	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		2	1	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 health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	25	1	0	1
	PC2. Use and maintain personal protective equipment as per protocol		1	0	1
	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		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		0.5	0	0.5
	PC9. Safely handle and move waste and debris		1	0	1
	PC10. Minimize health and safety risks to self and others due to own actions		0.5	0	0.5
	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

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		1	0	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		0.5	0	0.5
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		1	0	1
	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		1	0	1
	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		2	0	2
	PC3. Apply and follow these policies and procedures within the work practices		2	0	2
	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 require		10	5	5
	Total		25	10	15
	Grand Total	250	250	100	150