

Model Curriculum

Helper- Upper Making (Footwear)

SECTOR: LEATHER
SUB-SECTOR: FOOTWEAR
OCCUPATION: UPPER MAKING OPERATIONS
(ASSISTANCE)
REF ID: LSS/Q3301, 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-Upper Making (Footwear)' QP No. 'LSS/Q3301 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- Upper Making (Footwear)

CURRICULUM / SYLLABUS

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

Program Name	Helper - Upper Making (Footwear)		
Qualification Pack Name & Reference ID.	Helper - Upper Making (Footwear) LSS/Q3301, 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 upper making. • Learn and assist the operators in upper making: Assist in designing, cutting, stamping/ embossing, skiving, edge - colouring, folding, pasting and stitching operations. • 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 upper making process: Ensure that upper making 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 upper 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-Upper Making (Footwear)” 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) 12:00</p> <p>Practical Duration (hh:mm) 12:00</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 	<p>Chairs, Trainers desk and Computer, Student table, Projector, White projector screen, White board, Flip chart display stand, Safety Hazard signs, Newspaper, Stationery, PPE set</p>
2	<p>Carry-out Supporting Operations in Footwear Upper Making</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 82:00</p> <p>Corresponding NOS Code LSS/N3301</p>	<ul style="list-style-type: none"> • Identify tools and equipments used in footwear upper making • Describe the footwear upper making • Assist in setting up of different machines used in upper making operations • Prepare work area for the operations • Arrange, sort and place the leather pieces for next stage of production accordingly 	<p>Cutting Table, Cutting knife, Flat Bed sewing machine, Skiving machine, Cylinder bed sewing machine, Bench grinder, post bed sewing machine, zig zag machine, Sharpening stone, Dressing Wheel, Ceramic honing stone, Clicking knife, Eyeleting machine, Cutting dyes, Hand skiver, Round knife, Lacing chisels, L square, Set square, Divider, Triangular file, Mesh, Stamping machine, Tag hammer, Hammer, Iron hammer, Bone</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
			folder, Revolving Punch, Punches, Scissors, Clicking awl, Kaddapa stone, Cutting mat, Oil stone, Lasting stand, Plastic can, Pasting brush, Acrylic paints, Spanner D.E., Allen key set, Measuring tape, Stainless steel scale, Bobbin case, Bobbin
3	<p>Support to Achieving Product Quality in Footwear Upper Making</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code LSS/N3302</p>	<ul style="list-style-type: none"> • Explain the importance of product checks • Describe the issues pertaining to quality in leather footwear • Describe the process to identify materials which do not conform to requirements • List different types of faults in components of the footwear • Describe the process to maintain the production flow 	Leather thickness measuring gauge
4	<p>Maintain the Work Area, Tools and Machines</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code LSS/N8501</p>	<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, Garbage bins, Dust pan and broom, Gloves, Helmet, Shoes, Apron
5	<p>Maintain Health, Safety and Security at Workplace</p> <p>Theory Duration</p>	<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 	First aid kit, Fire extinguisher, Gloves, Helmet, Shoes, Apron

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 08:00 Practical Duration (hh:mm) 21:00 Corresponding NOS Code LSS/N8601	<ul style="list-style-type: none"> 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 	
6	Comply with Industry, Regulatory and Organizational Requirements Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 02:00 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 	Sample legal documents
	Total Duration Theory Duration 33:00 Practical Duration 167:00	Unique Equipment Required: Cutting Table, Cutting knife, Flat Bed sewing machine, Skiving Machine, Cylinder bed sewing machine, Bench Grinder, post bed sewing machine, zigzag machine, Sharpening stone Dressing Wheel, Ceramic honing stone, Clicking Knife, Eyeleting machine, Cutting dyes, Hand skiver, Round knife, Lacing chisels, L square, Set square, Divider, Triangular file, Mesh, Stamping machine, Tag hammer, Hammer, Bone folder, Revolving punch, Punches, Scissors, Clicking awl, Kaddapa stone, Cutting mat, Oil stone, Lasting stand, Plastic can, Pasting brush, Acrylic paints, Spanner D.E., Allen key set, Measuring tape, Stainless steel scale, Bobbin case, Bobbin, Leather thickness measuring gauge, Floor/ dust cleaning machine, Dry vacuum cleaner, Mop bucket, Detergent, Phenyl, Scrubbing and polishing machine, Garbage bins, Dust pan and broom, First aid kit, Fire extinguisher, Gloves, Helmet, Shoes, Apron 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-Upper Making (Footwear)” mapped to Qualification Pack: “LSS/Q3301, 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/Q3301, 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 Footwear (any) and above.
4a	Domain Certification	Certified for Job Role: “Helper- Upper Making (Footwear)”, mapped to QP: “LSS/Q3301, 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 Footwear Manufacturing Level-4 qualified.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Helper-Upper Making (Footwear)
Qualification Pack	LSS/Q3301, 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/N3301: Carry out supporting operations in footwear upper making	PC1. Follow the instructions on the work ticket/ job card	100	1	0	1
	PC2. Make sure that the work area is free from hazards		1	0	1
	PC3. Support the operator in checking the materials used meet the specification matching <ul style="list-style-type: none"> • within a product • between a pair of products where applicable 		2	0	2
	PC4. Agree and review agreed upon work targets with the supervisor		1	0	1
	PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		1	0	1
	PC6. Report any damaged work to the responsible person		6	5	1
	PC7. Ask questions to obtain more information on tasks when the instructions are unclear		1	0	1
	PC8. Anticipate and respond to requests for assistance from colleagues willingly and politely		1	0	1
	PC9. Update & develop knowledge of the products, check with others when unsure of new product details		6	5	1
	PC10. Take the leather pieces and keeps the tools and materials ready		2	0	2
	PC11. Sort the leather pieces as per the job card		2	0	2
	PC12. Assist the designer in making model/samples		6	5	1
	PC13. Sort and place the designed components and their grading to assist the next stage of production		1	0	1
	PC14. Choose the tools and materials required for cutting process and get the components from the designing section		1	0	1
	PC15. Sort the components as per the job card		1	0	1
	PC16. Count the number of pieces that have been cut for each design and prompt the cutter accordingly.		1	0	1
	PC17. Check that the number of cut components is equal to that in the work ticket/ job card.		2	0	2
	PC18. Inform the operator when the desired number of pieces required of the particular pattern is reached		6	5	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC19. Assist the cutter/ clicker performing the clicking operation		2	0	2
	PC20. Correctly sort and place work to assist the next stage of production		1	0	1
	PC21. Minimise waste and dispose of all waste materials in the approved manner		6	5	1
	PC22. Store and dispose the waste materials from the process		1	0	1
	PC23. Collect the cut uppers from the cutting section and sorts as per job card		1	0	1
	PC24. Stamp the cut components as per specifications on the upper/sock		2	0	2
	PC25. Pass the uppers to the skiving section		1	0	1
	PC26. Pass the socks to the bottoming section		1	0	1
	PC27. Choose the tools and materials required for skiving process and get the cut uppers from the cutting section		1	0	1
	PC28. Sort the cut uppers as per the job card		1	0	1
	PC29. Place the upper components on to the tray		1	0	1
	PC30. Collect the skived uppers from the tray and place work to assist the next stage of production		1	0	1
	PC31. Sort and place work to assist the next stage of production		1	0	1
	PC32. Clean and oil the machinery and report errors, if required		1	0	1
	PC33. Take the skived uppers and sorts them as per the job card		1	0	1
	PC34. Colour the edges of the components using a brush		1	0	1
	PC35. Check the quality and appearance of the product as per the specifications		6	5	1
	PC36. Sort and place work to assist the next stage of production		1	0	1
	PC37. Keep the tools and workplace tidy		1	0	1
	PC38. Take the skived uppers and sorts them as per the job card		1	0	1
	PC39. Apply adhesive on the skived edge as per instructions		2	0	2
	PC40. Check the quality and appearance of the product as per the		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	specifications				
	PC41. Sort and place work to assist the next stage of production		1	0	1
	PC42. Keep the tools and workplace tidy		1	0	1
	PC43. Fold the skived portion of the uppers		2	0	2
	PC44. Check the quality and appearance of the product as per the specifications		1	0	1
	PC45. Pass the uppers for the next operation		1	0	1
	PC46. Sort and place work to assist the next stage of production		1	0	1
	PC47. Keep the tools and workplace tidy		1	0	1
	PC48. Assist the stitching operator in getting the materials and components from respective operators		2	0	2
	PC49. Carry out the pairing of the upper components as per the shade of the leather		1	0	1
	PC50. Check the product quality of the different components to adhere to quality norms		1	0	1
	PC51. Place the components on to the first stitching operator		1	0	1
	PC52. Take the stitched components from the last stitching assembly line operator		1	0	1
	PC53. Give to the next operator for eyeleting the upper, if required		1	0	1
	PC54. Trim any excess thread or materials based on the design requirements using appropriate tools and without any damage		2	0	2
	PC55. Sort and place work to assist the next stage of production		1	0	1
	PC56. Get the closed uppers from the stitching section		1	0	1
	PC57. Check that products conform to their specification		2	0	2
	PC58. Sort and place work to assist the next stage of production		2	0	2
	Total		100	30	70
2. LSS/N3302: Support to achieving product quality in footwear	PC1. Ensure materials and component parts meet specifications	50	6	5	1
	PC2. Ensure the quality of the product meets specification during production		6	5	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
upper making	PC3. Maintain the required productivity and quality levels		2	0	2
	PC4. Carry out quality checks at agreed intervals and in the approved way		6	5	1
	PC5. Count and verify the number of uppers are as per job card at the start and end of every stage in the processes		2	0	2
	PC6. Sort the components as per the job card after designing, clicking and skiving before passing it to the next stage of production		2	0	2
	PC7. Ensure that the quality and appearance of the uppers are not affected during materials movement		6	5	1
	PC8. Report and replace faulty materials and component parts which do not meet specification with the operator's approval		6	5	1
	PC9. Maintain the continuity of production with minimum interruptions and downtime		6	5	1
	PC10. Identify faults and irregularities in equipment and machinery and report to your superior		6	5	1
	PC11. Ensure minimum of wastage and their proper disposal		2	0	2
			Total		50
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

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	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
	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	6	5	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		0.5	0	0.5
	PC5. Follow environment management system related procedures		6	5	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
	PC7. Report any service malfunctions that cannot be rectified		0.5	0	0.5
	PC8. Store materials and equipment in line with manufacturer's and		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	organizational requirements				
	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		1	0	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	0	1
	PC12. Monitor the workplace and work processes for potential risks and threats		0.5	0	0.5
	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		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		1	0	1
	PC18. Follow organization procedures for shutdown and evacuation when required		0.5	0	0.5
	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		7	5	2
	PC3. Apply and follow these policies and procedures within the work practices		4	0	4
	PC4. Provide support to the supervisor and team members in enforcing these considerations		4	0	4
	PC5. Identify and report any possible deviation to these requirements		2	0	2
	Total		25	10	15
	Grand Total	250	250	100	150