

# Model Curriculum

## Pre - Assembly Operator (Footwear)

SECTOR: LEATHER  
SUB-SECTOR: FOOTWEAR  
OCCUPATION: PRE - ASSEMBLY OPERATIONS  
REF ID: LSS/Q2601, V1.0  
NSQF LEVEL: 4



## 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: 'Pre-Assembly Operator (Footwear)' OP No. 'LSS/Q2601 NSQF Level 4'

Date of Issuance: April 9<sup>th</sup>, 2016  
Valid up to\*: April 10<sup>th</sup>, 2018

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

  
Authorised Signatory  
(Leather Sector Skill Council)

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# Pre-Assembly Operator (Footwear)

## CURRICULUM / SYLLABUS

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

<b>Program Name</b>	<b>Pre- Assembly Operator (Footwear)</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	Pre-Assembly Operator (Footwear) LSS/Q2601, V 1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	27-09 – 2016
<b>Pre-requisites to Training</b>	Class V		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Gain knowledge on overview of leather industry and generic skills:</b> 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>• <b>Prepare the work area:</b> set up the machines, materials and equipments before starting the operations.</li> <li>• <b>Learn and perform various processes in pre-assembly operations:</b> Carry out splitting, gimping, ironing, marking, edge coloring, pasting, folding and eyeleting in footwear manufacturing.</li> <li>• <b>Handle work area, tools and machines appropriately:</b> 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.</li> <li>• <b>Become well versed with environment, health, safety &amp; security at work:</b> Well versed with health and safety measures in terms of personal safety and equipment safety relevant to per-assembly occupation.</li> <li>• <b>Follow industrial regularity and organizational requirements:</b> Carry out work in accordance with organizational guidelines and procedures, identify and report any possible deviation.</li> </ul>		

This course encompasses 12 out of 12 National Occupational Standards (NOS) of “Pre-Assembly Operator (Footwear)” Qualification Pack issued by “Leather Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Overview on Leather Industry and Generic Skills</b></p> <p><b>Theory Duration</b> (hh:mm) 12:00</p> <p><b>Practical Duration</b> (hh:mm) 12:00</p> <p><b>Corresponding NOS Code</b> Core skills/ Generic skills and Professional skills collated from all the NOS of the QP</p>	<ul style="list-style-type: none"> <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>	<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><b>Carry-out Splitting Operation in Upper Footwear</b></p> <p><b>Theory Duration</b> (hh:mm) 01:00</p> <p><b>Practical Duration</b> (hh:mm) 07:00</p> <p><b>Corresponding NOS Code</b> LSS/N2601</p>	<ul style="list-style-type: none"> <li>• Identify tools and equipments used in splitting operations</li> <li>• Describe the process of splitting in footwear manufacturing</li> <li>• Describe the splitting machine handling and operating procedures</li> <li>• Prepare work area for splitting operation</li> </ul>	<p>Splitting machine, Allen key set, Spiral set, Brush, fitness gaze machine, Air blower, Oil can, Oil stone, Emery paper</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	<p><b>Carry-out Gimping Operation</b></p> <p><b>Theory Duration</b> (hh:mm) 01:00</p> <p><b>Practical Duration</b> (hh:mm) 13:00</p> <p><b>Corresponding NOS Code</b> LSS/N2602</p>	<ul style="list-style-type: none"> <li>Identify tools and equipments used in gimping</li> <li>Describe the process of gimping in footwear manufacturing</li> <li>Describe the splitting machine handling and operating procedures</li> <li>Prepare work area for gimping operation</li> </ul>	<p>Gimping tools, Revolving punch, Hammer, Mecca knife, Fibre board</p>
4	<p><b>Carry-out Ironing Operation</b></p> <p>(hh:mm) 01:00</p> <p><b>Practical Duration</b> (hh:mm) 07:00</p> <p><b>Corresponding NOS Code</b> LSS/N2603</p>	<ul style="list-style-type: none"> <li>Describe the characteristics of ironing used for different types of leather</li> <li>Explain the ironing process for leather</li> <li>Prepare the machine and materials for ironing activities.</li> </ul>	<p>Iron box, Rotating Ironing machine</p>
5	<p><b>Carry-out Marking Activities</b></p> <p><b>Theory Duration</b> (hh:mm) 01:00</p> <p><b>Practical Duration</b> (hh:mm) 13:00</p> <p><b>Corresponding NOS Code</b> LSS/N2604</p>	<ul style="list-style-type: none"> <li>Identify the tools and materials used for marking</li> <li>Explain the marking process</li> <li>Explain the importance of accuracy in marking activities</li> </ul>	<p>Silver pen/ pencil, Pattern, Eraser</p>
6	<p><b>Carry-out Edge-colouring Activities</b></p> <p><b>Theory Duration</b> (hh:mm) 01:00</p> <p><b>Practical Duration</b> (hh:mm)</p>	<ul style="list-style-type: none"> <li>Prepare the work area with required materials for edge colouring</li> <li>Identify and use appropriate colours and brushes based on the footwear</li> <li>Explain the edge colouring process</li> </ul>	<p>Bowl, Foam, Color, Small brush, Sponge, Bud, Soft cloth</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	07:00 <b>Corresponding NOS Code</b> LSS/N2605		
7	<b>Carry-out Pasting Activities</b>  <b>Theory Duration</b> (hh:mm) 01:00  <b>Practical Duration</b> (hh:mm) 13:00  <b>Corresponding NOS Code</b> LSS/N2606	<ul style="list-style-type: none"> <li>Prepare the work area for pasting activities</li> <li>Describe the properties of adhesives and proper application process</li> <li>Identify the drying time requires for various adhesives</li> </ul>	Pasting can, Brush, Pasting machine, Crepe rubber
8	<b>Carry-out Hand Folding Activities</b>  <b>Theory Duration</b> (hh:mm) 01:00  <b>Practical Duration</b> (hh:mm) 13:00  <b>Corresponding NOS Code</b> LSS/N2607	<ul style="list-style-type: none"> <li>Identify the folding required for various types of components</li> <li>Identify the tools and equipments used for hand folding</li> <li>Explain the importance of accuracy required in folding</li> </ul>	Silk, Self-tape, folding hammer, Folding machine, Stone, Marking awl, Spring divider
9	<b>Carry-out Eye-letting Operation</b>  <b>Theory Duration</b> (hh:mm) 01:00  <b>Practical Duration</b> (hh:mm) 07:00  <b>Corresponding NOS Code</b> LSS/N2608	<ul style="list-style-type: none"> <li>Explain the process of eye-letting and identify the machineries used</li> <li>Describe the importance of eyelets positioning into the machine</li> </ul>	Punch, Hammer, Fiber board, Eyelet setter, Eyelet riveting machine, Wax
10	<b>Support to Achieving Product Quality in Footwear Manufacturing</b>  <b>Theory Duration</b>	<ul style="list-style-type: none"> <li>Explain the importance of product checks</li> <li>Describe the issues pertaining to quality in leather footwear</li> <li>Describe the process to identify materials which do not conform to requirements</li> </ul>	Stage wise inspection in production line

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 02:00  <b>Practical Duration</b> (hh:mm) 30:00  <b>Corresponding NOS Code</b> LSS/N2609	<ul style="list-style-type: none"> <li>List different types of faults in components of the footwear</li> <li>Describe the process to maintain the production flow</li> </ul>	
11	<b>Maintain the Work Area, Tools and Machines</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 20:00  <b>Corresponding NOS Code</b> LSS/N8501	<ul style="list-style-type: none"> <li>Ensure housekeeping and safety</li> <li>Maintain workplace, tools and equipment</li> </ul>	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
12	<b>Maintain Health, Safety and Security at Workplace</b>  <b>Theory Duration</b> (hh:mm) 08:00  <b>Practical Duration</b> (hh:mm) 21:00  <b>Corresponding NOS Code</b> LSS/N8601	<ul style="list-style-type: none"> <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, Gloves, Helmet, Shoes, Apron
13	<b>Comply with Industry, Regulatory and Organizational Requirements</b>  <b>Theory Duration</b> (hh:mm) 01:00  <b>Practical Duration</b> (hh:mm) 02:00	<ul style="list-style-type: none"> <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



Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Corresponding NOS Code</b> LSS/N8701		
	<b>Total Duration</b>  <b>Theory Duration</b> <b>35:00</b>  <b>Practical Duration</b> <b>165:00</b>	<b>Unique Equipment Required:</b> Splitting machine, Allen key set, Spiral set, Brush, fitness gaze machine, Air blower, Oil can, Oil stone, Emery paper, Gimping tools, Revolving punch, Hammer, Mecca knife, Fibre board, Iron box, Rotating Ironing machine, Silver pen/ pencil, Pattern, Eraser, Bowl, Foam, Color, Small brush, Sponge, Bud, Soft cloth, Pasting can, Brush, Pasting machine, Crepe rubber, Silk, Self-tape, folding hammer, Folding machine, Stone, Marking awl, Spring divider, Punch, Hammer, Fiber board, Eyelet setter, Eyelet riveting machine, Wax, 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: “Pre - Assembly Operator (Footwear)” mapped to Qualification Pack: “LSS/Q2601, Version 1.0”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “LSS/Q2601, Version 1.0”.
2	<b>Personal Attributes</b>	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	<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> with 18 months certificate course in Footwear (any) and above.
4a	<b>Domain Certification</b>	Certified for Job Role: “Pre-Assembly Operator (Footwear)”, mapped to QP: “LSS/Q2601, Version 1.0”. The minimum accepted score should be as per the decision of the respective SSC guidelines.
4b	<b>Platform Certification</b>	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	<b>Experience</b>	Minimum 6 years site experience with Footwear Manufacturing Level-4 qualified.

### Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Pre-Assembly Operator (Footwear)</b>
<b>Qualification Pack</b>	<b>LSS/Q2601, V1.0</b>
<b>Sector Skill Council</b>	<b>Leather</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
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/N2601: Carry out splitting operation in upper footwear	PC1. Follow the instructions on the work ticket/ job card	50	9	7	2
	PC2. Make sure that the work area is free from hazards		2	0	2
	PC3. Carry out checks on the materials used to ensure they meet the specification matching <ul style="list-style-type: none"> <li>• Within a product</li> <li>• Between a pair of products where applicable</li> </ul>		2	0	2
	PC4. Agree and review agreed upon work targets with the supervisor		2	0	2
	PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		3	0	3
	PC6. Report any damaged work to the concerned person responsible		2	0	2
	PC7. Ask questions to obtain more information on tasks when the instructions are unclear		2	0	2
	PC8. Sort the uppers from the clicking section as per the specifications in the job card		3	0	3
	PC9. Count and validate the number of uppers are as per the job card		3	0	3
	PC10. Keep the machines and materials ready for splitting		3	0	3
	PC11. Place the upper component on the splitting machine for splitting it into the required thickness		11	8	3
	PC12. Check the uppers after splitting for the correct thickness		3	0	3
	PC13. Sort and place work to assist the next stage of production		2	0	2
	PC14. Keep work area clean, safe and secure after use		3	0	3
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
2. LSS/N2602: Carry out gimping operation	PC1. Follow the instructions on the work ticket/ job card	50	3	0	3
	PC2. Make sure that the work area is free from hazards		2	0	2
	PC3. Carry out checks to ensure that the materials used meet the specification matching <ul style="list-style-type: none"> <li>• Within a product</li> <li>• Between a pair of products where applicable</li> </ul>		3	0	3
	PC4. Agree and review agreed upon work		2	0	2

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	targets with the supervisor				
	PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		9	7	2
	PC6. Report any damaged work to the concerned person responsible		1	0	1
	PC7. Ask questions to obtain more information on tasks when the instructions are unclear		1	0	1
	PC8. Sort the uppers from the splitting section as per the specifications in the job card		2	0	2
	PC9. Count and validate the number of upper components/vamp are as per the job card		3	0	3
	PC10. Keep the machines and materials ready for gimping		3	0	3
	PC11. Place the upper component/vamp on the gimping machine to get the required shape as per the job card		11	8	3
	PC12. Check the uppers after gimping for the correct shape		2	0	2
	PC13. Sort and place work to assist the next stage of production		3	0	3
	PC14.Keep work area clean, safe and secure after use		5	0	5
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
<b>3. LSS/N2603: Carry out ironing operation</b>	PC1. Follow the instructions on the work ticket/ job card	<b>50</b>	1	0	1
	PC2. Make sure that the work area is free from hazards		9	8	1
	PC3. Support the operator in checking the materials used meet the specification matching <ul style="list-style-type: none"> <li>• within a product</li> <li>• between a pair of products where applicable</li> </ul>		1	0	1
	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		8	7	1
	PC6. Report any damaged work to the responsible person		1	0	1
	PC7. Ask questions to obtain more information on tasks when the instructions are unclear		1	0	1
	PC8. Sort the splitted uppers from the		3	0	3

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	splitting/skiving section as per the specifications in the job card				
	PC9. Count and validate the number of splitted uppers are as per the job card		5	0	5
	PC10. Keep the machines and materials ready for ironing activity		5	0	5
	PC11. Place the upper component and the reinforcement material onto the ironing machine for ironing and setting		5	0	5
	PC12. Check the uppers after ironing for quality standards		4	0	4
	PC13. Sort and place work to assist the next stage of production		5	0	5
	PC14. Keep work area clean, safe and secure after use		1	0	1
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
4. LSS/N2604: Carry out marking activities	PC1. Follow the instructions on the work ticket/ job card	50	2	0	2
	PC2. Make sure that the work area is free from hazards		3	0	3
	PC3. Support the operator in checking the materials used meet the specification matching <ul style="list-style-type: none"> <li>• Within a product</li> <li>• Between a pair of products where applicable</li> </ul>		10	8	2
	PC4. Agree and review agreed upon work targets with the supervisor		3	0	3
	PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		3	0	3
	PC6. Report any damaged work to the responsible person		3	0	3
	PC7. Ask questions to obtain more information on tasks when the instructions are unclear		2	0	2
	PC8. Sort the uppers from the designing section as per the specifications in the job card		12	7	5
	PC9. Count and validate the number of uppers are as per the job card		3	0	3
	PC10. Keep the tools and materials ready for marking		5	0	5
	PC11. Mark the upper component as per the designs specified by the designing section		3	0	3
	PC12. Check the uppers after splitting for the correct thickness		1	0	1
	<b>Total</b>			<b>50</b>	<b>15</b>

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
<b>5. LSS/N2605: Carry out edge colouring activities</b>	PC1. Follow the instructions on the work ticket/ job card	<b>50</b>	1	0	1
	PC2. Make sure that the work area is free from hazards		2	0	2
	PC3. Support the operator in checking the materials used meet the specification matching <ul style="list-style-type: none"> <li>• Within a product</li> <li>• Between a pair of products where applicable</li> </ul>		3	0	3
	PC4. Agree and review agreed upon work targets with the supervisor		3	0	3
	PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		3	0	3
	PC6. Report any damaged work to the concerned person responsible		10	7	3
	PC7. Ask questions to obtain more information on tasks when the instructions are unclear		3	0	3
	PC8. Sort the upper from as per the specifications in the job card		2	0	2
	PC9. Count and validate the number of uppers are as per the job card		1	0	1
	PC10. Keep the tools and materials ready for edge coloring		3	0	3
	PC11. Paint the raw edges with brush to match the exact color of the upper components		11	8	3
	PC12. Check the edges are uniformly colored and match the specifications as in the job card		3	0	3
	PC13. Sort and place work to assist the next stage of production		3	0	3
	PC14.Keep work area clean, safe and secure after use		2	0	2
<b>Total</b>			<b>50</b>	<b>15</b>	<b>35</b>
<b>6. LSS/N2606: Carry out pasting activities</b>	PC1. Follow the instructions on the work ticket/ job card	<b>50</b>	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"> <li>• Within a product</li> <li>• Between a pair of products where applicable</li> </ul>		1	0	1
	PC4. Agree and review agreed upon work		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	targets with the supervisor				
	PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		9	7	2
	PC6. Report any damaged work to the concerned person responsible		2	0	2
	PC7. Ask questions to obtain more information on tasks when the instructions are unclear		2	0	2
	PC8. Sort the upper components as per the specifications in the job card		2	0	2
	PC9. Count and validate the number of upper components as per the job card		2	0	2
	PC10. Keep the tools and materials ready for pasting		1	0	1
	PC11. Apply the adhesives onto the skived edges of the upper components and the required joining area		2	0	2
	PC12. Leave the pasted components for drying at room temperature		13	8	5
	PC13. Check the uppers after drying for any adhesive spillage		5	0	5
	PC14. Sort and place work to assist the next stage of production		5	0	5
	PC15. Keep work area clean, safe and secure after use		3	0	3
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
<b>7. LSS/N2607: Carry out hand folding activities</b>	PC1. Follow the instructions on the work ticket/ job card	<b>50</b>	3	0	3
	PC2. Make sure that the work area is free from hazards		3	0	3
	PC3. Support the operator in checking the materials used meet the specification matching <ul style="list-style-type: none"> <li>• within a product</li> <li>• between a pair of products where applicable</li> </ul>		3	0	3
	PC4. Agree and review agreed upon work targets with the supervisor		10	7	3
	PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		2	0	2
	PC6. Report any damaged work to the concerned person responsible		3	0	3
	PC7. Ask questions to obtain more information on tasks when the instructions are unclear		3	0	3



Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC8. Anticipate and respond to requests for assistance from colleagues willingly and politely		3	0	3
	PC9. Update & develop knowledge of the products, check with others when unsure of new product details		10	8	2
	PC10. Sort the pasted uppers as per the job card		2	0	2
	PC11. Fold the upper components to exactly match the basic pattern using the awl and beading hammer		2	0	2
	PC12. Check the folded components adhere to quality standards		2	0	2
	PC13. Sort and place work to assist the next stage of production		2	0	2
	PC14. Keep work area clean, safe and secure after use		2	0	2
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
<b>8. LSS/N2608: Carry out eye-letting operation</b>	PC1. Follow the instructions on the work ticket/ job card	<b>50</b>	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"> <li>within a product</li> <li>between a pair of products where applicable</li> </ul>		3	0	3
	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		9	8	1
	PC6. Report any damaged work to the responsible person		1	0	1
	PC7. Ask questions to obtain more information on tasks when the instructions are unclear		1	0	1
	PC8. Sort the stitched uppers as per the job card specifications		1	0	1
	PC9. Place the stitched upper on the eye-letting machine positioned at the exact point mentioned in the job card to do the eye-letting		12	7	5
	PC10. Check to see the correct number of eyelets are inserted properly		5	0	5
	PC11. Sort and check the adherence to quality standards		5	0	5

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC12. Sort and place work to assist the next stage of production		5	0	5
	PC13. Keep the tools and workplace tidy		5	0	5
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
<b>9. LSS/N2609: Support to achieving product quality in footwear manufacturing</b>	PC1. Ensure materials and component parts meet specifications	<b>50</b>	1	0	1
	PC2. Ensure the quality of the product meets specification during production		6.5	6	0.5
	PC3. Maintain the required productivity and quality levels		0.5	0	0.5
	PC4. Carry out quality checks at agreed intervals and in the approved way		7.5	7	0.5
	PC5. Count and verify the number of uppers are as per job card at the start and end of every stage in the processes		0.5	0	0.5
	PC6. Sort the components as per the job card after each process before passing it to the next stage of production		0.5	0	0.5
	PC7. Ensure that the quality and appearance of the uppers are not affected during materials movement		0.5	0	0.5
	PC8. Report and replace faulty materials and component parts which do not meet specification with the operator's approval		1	0	1
	PC9. Maintain the continuity of production with minimum interruptions and downtime		9	8	1
	PC10. Identify faults and irregularities in equipment and machinery and report to the superior		1	0	1
	PC11. Ensure minimum wastage and their proper disposal		8	7	1
	PC12. Ensure the components are split as per the thickness specified in the job card		1	0	1
	PC13. Ensure the gimped uppers conform to the curves as specified in the job card		1	0	1
	PC14. Ensure that the ironing is done properly and there are no pleats/wrinkles		0.5	0	0.5
	PC15. Correctly mark the uppers as per the design specified		1	0	1
	PC16. Ensure the edge color is done correctly and smoothly and should be matching exactly to the concerned uppers		8	7	1
	PC17. Paste the uppers carefully without any spillage/damage		1	0	1
	PC18. Ensure the folding is done exactly as per the basic design		1	0	1
	PC19. Ensure the eye- letting is done at the proper position as specified in the job card		0.5	0	0.5
	<b>Total</b>		<b>50</b>	<b>35</b>	<b>15</b>

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
<b>10. LSS/N8501: Maintain the work area, tools and machines</b>	PC1. Handle materials, machinery, equipment and tools safely and correctly	<b>50</b>	4	0	4
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		1	0	1
	PC4. Prepare and organize work		2	0	2
	PC5. Maintain a clean and hazard free working area		2	0	2
	PC6. Deal with work interruptions		8	7	1
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools and equipment		1	0	1
	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		9	8	1
	PC12. Ensure that the correct machine guards are in place		1	0	1
	PC13. Work in a comfortable position with the correct posture		1	0	1
	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		2	0	2
	PC16. Store cleaning equipment safely after use		1	0	1
	PC17. Complete and store accurate records and documentation		3	0	3
	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		2	0	2
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
<b>11. LSS/N8601: Maintain health, safety and security at workplace</b>	PC1. Comply with health and safety related instructions applicable to the workplace	<b>25</b>	11	10	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		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
	PC5. Follow environment management system related procedures		1	0	1
	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 organisational 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		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		0.5	0	0.5
	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		1	0	1
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
<b>12. LSS/N8701: Comply with industry, regulatory and organizational requirements</b>	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>25</b>	13	10	3
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		3	0	3
	PC3. Apply and follow these policies and procedures within your work practices		3	0	3
	PC4. Provide support to your supervisor and team members in enforcing these considerations		3	0	3
	PC5. Identify and report any possible deviation to these requirements		3	0	3

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
	<b>Grand Total</b>	<b>550</b>	<b>550</b>	<b>190</b>	<b>360</b>