

Model Curriculum

Helper - Dry Operations (Finished Leather)

SECTOR: LEATHER
SUB-SECTOR: FINISHED LEATHER
OCCUPATION: DRY OPERATIONS (ASSISTANCE)
REF ID: LSS/Q0902, 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-Dry Operations (Finished Leather)' QP No. 'LSS/Q0902 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- Dry Operations (Finished Leather)

CURRICULUM / SYLLABUS

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

Program Name	Helper - Dry Operations (Finished Leather)		
Qualification Pack Name & Reference ID.	Helper - Dry Operations (Finished Leather) LSS/Q0902, 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 dry operations. • Learn and assist various dry operations in finished leather: Assist in buffing, shaving, staking, toggling and mechanical operations to manufacture finished leather. • 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. • 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 dry operations. • 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-Dry Operations (Finished Leather)” 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 	<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>Assist in Dry Operations in Finished Leather</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 81:00</p> <p>Corresponding NOS Code LSS/N0903</p>	<ul style="list-style-type: none"> • Identify tools and equipment used in dry operations in finished leather • Describe various process in dry operations- shaving, buffing, staking, toggling • Assist in setting up of different machines used in dry operations • Prepare work area for the operations • Arrange, sort and place the leather sheets for stage of production accordingly 	<p>Allen key, Screwdriver, Spanner, Hammer, , Lubricating oil, Cutting plier, Wrench plier, Spanner set, Hex key set, Leather thickness gauge, Buffing machine, Auto spray, Roller coating, Spraying machine, Tray spray, Plating machine, Glazing machine, Embossing machine, Glazing machine, Foil applying machine, Roller coating, Measuring with numbering machine, Dry drum, Small, Spray gun, Padding machine</p>
3	<p>Support to Achieving Product Quality in Dry</p>	<ul style="list-style-type: none"> • Explain the importance of product checks • Describe the issues pertaining to quality in 	<p>Stage inspection</p>

Trainer Prerequisites for Job role: “Helper-Dry Operations (Finished Leather)” mapped to Qualification Pack: “LSS/Q0902, 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/Q0902, 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 Finished Leather (any) and above.
4a	Domain Certification	Certified for Job Role: “Helper-Dry Operations (Finished Leather)”, mapped to QP: “LSS/Q0902, 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 Dry Operations (Finished Leather) Level-4 qualified.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Helper-Dry Operations (Finished Leather)
Qualification Pack	LSS/Q0902, 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/N0903: Assist in dry operations in finished leather	PC1. Make sure the work area is free from hazards	100	3	0	3
	PC2. Assist in processing the material by carrying out a mechanical operations		2	0	2
	PC3. Follow the instructions given on the work ticket or job card in line with the responsibilities of your job role		1	0	1
	PC4. Handle and transport material, including hides, skins, leather, in the most effective manner and in the correct sequence		6	5	1
	PC5. Compare to match the materials used with the specification in terms of colour matching within a product / between a pair of products, where applicable		6	5	1
	PC6. Handle the material in order to avoid contaminating and damaging the material during the process		2	0	2
	PC7. Report any damaged work to the supervisor/ quality controller		3	0	3
	PC8. Sort and place work to assist with the next stage of production and minimise the risk of damage		2	0	2
	PC9. Leave work area safe and secure when work is complete		12	10	2
	PC10. Ask for help and information from your colleagues, supervisor when necessary, in a polite manner		2	0	2
	PC11. Anticipate and respond to requests for assistance from colleagues willingly and politely		1	0	1
	PC12. Assist in setting up of machine		5	0	5
	PC13. Check that the materials to be used are free from faults		2	0	2
	PC14. Process component parts to the quality standard required		1	0	1
	PC15. Report any damaged work to the responsible person		1	0	1
	PC16. Help producing the required batch of components to match the job card and the company's production targets		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC17. Sort and place work to assist the next stage of production and minimise the risk of damage		3	0	3
	PC18. Repeat process as per requirement mentioned in job card		3	0	3
	PC19. Leave work area safe and secure when work is complete		5	0	5
	PC20. Follow the instructions and special instructions on the work ticket		3	0	3
	PC21. Use the correct tools and equipment		2	0	2
	PC22. Check and report faults in the materials		2	0	2
	PC23. Assist in processing component parts		2	0	2
	PC24. Feed the leather side into the machine		1	0	1
	PC25. Receive the leather side from the machine		1	0	1
	PC26. Measure and check the thickness of shaved leather to make sure that the thickness is uniform and as per specification		1	0	1
	PC27. Report any damaged work to the responsible person		1	0	1
	PC28. Sort and place work to assist the next stage of production and minimise the risk of damage		1	0	1
	PC29. Leave work area safe and secure when work is complete		1	0	1
	PC30. Follow the instructions and special instructions on the work ticket		1	0	1
	PC31. Use the correct tools and equipment		1	0	1
	PC32. Check that the materials to be used are free from faults		1	0	1
	PC33. Report faults in the materials		1	0	1
	PC34. Report any damaged work to the responsible person		1		1
	PC35. Feed the hide/skin into the machine		1	0	1
	PC36. Check the thickness of the leather piece being fed in		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC37. Perform the operation as per the operating procedure		6	5	1
	PC38. Arrange and pass completed work onto the next stage in production		7	5	2
	PC39. Unhook, sort and place work to assist the next stage of production and minimise the risk of damage		2	0	2
	PC40. Leave work area safe and secure when work is complete		2	0	2
	Total		100	30	70
2. LSS/N0902: Support to achieving product quality in dry operations	PC1. Set up and test equipment to meet quality standard	50	1	0	1
	PC2. Ensure the quality of the product meets specification during production		6	5	1
	PC3. Maintain the required productivity and quality levels		11	10	1
	PC4. Carry out quality checks at agreed intervals and in the approved way		1	0	1
	PC5. Apply the allowed tolerances		1	0	1
	PC6. Report and replace faulty materials and component parts which do not meet specification		11	10	1
	PC7. Identify process problems that effect product quality and report them promptly to appropriate people		2	0	2
	PC8. Maintain the continuity of production with minimum interruptions and downtime		1	0	1
	PC9. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility		1	0	1
	PC10. Identify faults in finished products and trace their causes		1	0	1
	PC11. Follow reporting procedures		2	0	2
	PC12. Maintain records and documentation		12	10	2
	Total		50	35	15
3. LSS/N8501: Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	1	0	1
	PC2. Use correct lifting and		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	handling procedures				
	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		1	0	1
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		3	0	3
	PC8. Maintain tools and equipment		5	0	5
	PC9. Carry out running maintenance within agreed schedules		6	5	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences		2	0	2
	PC12. Ensure that the correct machine guards are in place		3	0	3
	PC13. Work in a comfortable position with the correct posture		5	3	2
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
	PC15. Dispose of waste safely in the designated location		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		2	1	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1
	Total		50	15	35

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
4. LSS/N8601: Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	25	0.5	0	0.5
	PC2. Use and maintain personal protective equipment as per protocol		0.5	0	0.5
	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		5.5	5	0.5
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		0.5	0	0.5
	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
	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		1	0	1
	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		1	0	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	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		3	0	3
	PC4. Provide support to the supervisor and team members in enforcing these considerations		2	0	2
	PC5. Identify and report any possible deviation to these requirements		10	5	5
	Total		25	10	15
	Grand Total	250	250	100	150