

Model Curriculum

Helper-Finishing (Footwear)

SECTOR: LEATHER
SUB-SECTOR: FOOTWEAR
OCCUPATION: FINISHING OPERATIONS (ASSISTANCE)
REF ID: LSS/Q3002, 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-Finishing (Footwear)' QP No. 'LSS/Q3002 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-Finishing (Footwear)

CURRICULUM / SYLLABUS

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

Program Name	Helper - Finishing (Footwear)		
Qualification Pack Name & Reference ID.	Helper - Finishing (Footwear) LSS/Q3002, 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 footwear finishing operations. • Support in footwear finishing operations: Assist in polishing, brushing, lacquering, tag level fixing, packing of footwear. • 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 footwear finishing process: Ensure that finishing of footwear is done accurately according to the quality standard. 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 footwear finishing 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- Finishing (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) 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>Carry-out Supporting Operations in Footwear Finishing</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 83:00</p> <p>Corresponding NOS Code LSS/N3009</p>	<ul style="list-style-type: none"> • Identify tools and equipment used in footwear finishing • Describe the processes in footwear finishing • Assist in setting up of different machines used in finishing operations • Prepare work area for the operations • Arrange, sort and place the finished footwear accordingly 	<p>Crepe rubber, Trimmer, Gas-lighter, White petrol, Polish brush, Brush, Sponge, Wax, cream, Hot air blower, Spray gun, Price tags, Tagging gun, Brushing machine</p>
3	<p>Support to Achieving Product Quality in Footwear Finishing Operation</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 33:00</p> <p>Corresponding NOS Code LSS/N3010</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 footwear that do not meet the quality standards • List different types of faults in components of the footwear • Describe the process to maintain the production flow 	<p>Sole adhesion tester, Gloves, Apron, Shoes, Shoes for finishing and inspection</p>
4	<p>Maintain the Work Area, Tools and Machines</p>	<ul style="list-style-type: none"> • Ensure housekeeping and safety • Maintain workplace, tools and equipment 	<p>Floor/ dust cleaning machine, Phenyl, Gloves,</p>

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Helper-Finishing (Footwear)
Qualification Pack	LSS/Q3002, 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
	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		2	1	1
	PC7. Move around the workplace with care		2	0	2
	PC8. Maintain tools and equipment		4	2	2
	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		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		2	0	2
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		2	1	1
	PC15. Dispose of waste safely in the designated location		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		2	1	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		4	2	2
	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

