

Model Curriculum

Skiving Operator (Footwear)

SECTOR: LEATHER
SUB-SECTOR: FOOTWEAR
OCCUPATION: SKIVING
REF ID: LSS/Q2401, 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: **'Skiving Operator (Footwear)'** QP No. **'LSS/Q2401 NSQF LEVEL 4'**

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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Skiving Operator (Footwear)

CURRICULUM / SYLLABUS

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

Program Name	Skiving Operator (Footwear)		
Qualification Pack Name & Reference ID.	Skiving Operator (Footwear) LSS/Q2401, v 1.0		
Version No.	1.0	Version Update Date	16-06 – 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. • Perform pre-operational activities: Carry out the pre-operational procedures to ensure the correct operation of skiving tools and machines. • Learn and perform skiving operation: Carry out skiving operation appropriately • 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 skiving process: Ensure the skiving 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 skiving occupation. • Follow industrial regularity and organizational requirements: Carry out work in accordance with organizational guidelines and procedures, identify and report any possible deviation. 		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Quality in Skiving Operations</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code LSS/N2402</p>	<ul style="list-style-type: none"> • Ensure the skiving is done accurately according to the specifications • Ensure the optimum condition of the disk knife and uniformity in skiving along the edges • Identify, report and replace faulty materials and component parts which do not meet specification • Follow reporting procedures where the cause of faults cannot be identified. • Maintain the required productivity and quality levels • Carry out quality checks at agreed intervals and in the approved way 	<p>Inspection report documents, Leather thickness measuring gauge, Gloves, Safety shoe, Ear plug, Apron</p>
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 	<p>One set of tools and facility for arranging tools, Skiving machines, Gloves, Safety shoe, Ear plug, Apron, Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, Broom Grease Lubricate oil</p>
5	<p>Maintain Health, Safety and Security Requirements at Work</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code LSS/N8601</p>	<ul style="list-style-type: none"> • Identify and correct (if possible) 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 	<p>First aid kit, Fire extinguisher, PPE Set</p>
6	<p>Comply with Industry, Regulatory and Organizational Requirements</p> <p>Theory Duration (hh:mm) 01:00</p>	<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 your work practices • Identify and report any possible deviation to ethical requirements 	<p>Sample legal documents</p>

Trainer Prerequisites for Job role: “Skiving Operator (Footwear)” mapped to Qualification Pack: “LSS/Q2401, 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/Q2401, 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: “Skiving Operator (Footwear)”, mapped to QP: “LSS/Q2401, 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 Skiving (Footwear) Level-4 qualified

Annexure1: Assessment Criteria

Assessment Criteria	
Job Role	Skiving Operator (Footwear)
Qualification Pack	LSS/Q2401
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
	PC20. Report risks/ problems likely to affect services to the relevant person promptly and accurately		6	3	3
	PC21. Complete forms, records and other documentation		2	0	2
	PC22. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately		3	0	3
	PC23. Report defective machines, tools and/or equipment to the responsible person		2	0	2
	PC24. Sort and place work to the next stage of production and minimise the risk of damage		4	1	3
	PC25. Pass the skived uppers to the next stage in the manufacturing process after validation		4	1	3
	Total		100	30	70
2. LSS/N2402: Contribute to achieving product quality in footwear skiving operation	PC1. Set up and test skiving machines to ensure correct operation	50	0.5	0	0.5
	PC2. Operate the machine in accordance with machine and workplace standards		0.5	0	0.5
	PC3. Ensure the skiving is done accurately according to the specifications		10.5	10	0.5
	PC4. Ensure the optimum condition of the disk knife		1	0	1
	PC5. Ensure skiving is uniform even along the curvy edges		1	0	1
	PC6. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures		1	0	1
	PC7. Ensure materials and component parts meet specifications		1	0	1
	PC8. Report and replace faulty materials and component parts which do not meet specification		1	0	1
	PC9. Report faults outside personal responsibility to the appropriate person		0.5	0	0.5
	PC10. Identify faults in materials and products		2	0	2
	PC11. Identify causes of faults to maintain product quality		11	10	1
	PC12. Follow reporting procedures where the cause of faults cannot be		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	identified				
	PC13. Maintain the required productivity and quality levels		1	0	1
	PC14. Carry out quality checks at agreed intervals and in the approved way		0.5	0	0.5
	PC15. Identify process problems that effect product quality and report them promptly to appropriate people		0.5	0	0.5
	PC16. Identify faults in process/ finished products and trace their causes		10.5	10	0.5
	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
	PC19. Give inputs and assist in completing documentation		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	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		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		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		0.5	0	0.5
	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		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	the workplace				
	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		1	0	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		8	5	3
	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		3	0	3
	PC5. Identify and report any possible deviation to these requirements		3	0	3
	Total		25	10	15
	Grand Total	250	250	100	150