







APPRENTICESHIP CURRICULUM

FOR

CUTTER

Program

SECTOR: Leather

BLOCK I (Basic Training):

COURSE NAME: Cutter

QP Name, QP Code and Version No., and NSQF Level: Cutter,

LSS/Q2301 V1.0, NSQF Level 4

Training Duration: 300 Hrs (3 months)

BLOCK II (Training at Employer Location):

COURSE NAME: Cutter

QP Name, QP Code and Version No., and NSQF Level: Cutter,

LSS/Q2301 V1.0, NSQF Level 4

Training Duration: 960 Hrs (6 months)

TOTAL PROGRAM DURATION: 1260 Hrs (9 months)









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PROGRAM CURRICULUM

Program Name	Cutter		
Program Duration	1260 Hrs (9 months)		
Version No.	1.0	Version Update Date	12/11/18
Entry Qualification			
Educational and/or Technical Qualification Required	Class V		
Block 1 Training Outcomes for Cutter Block II Training Outcomes for Cutter	After completing this programme, participants will be able to: 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: Identification of tool and quality material, ensure design, style, dimensions required for cutting leather, endure necessary preparation required for cutting leather and follow standard procedure for cutting leather. Perform cutting operation: Carry out hand cutting and machine cutting of 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. Contribute to achieve quality product in cutting process: Ensure cutting parts produced according to specification/sample leather swatch/sample upper/shoe as per customer/buyer requirement, ensure maximum usage of cut components with minimal wastages, carry out regular quality checks and fault identification in final product and maintain records and documents. Become well versed with environment, health, safety and security at work: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to cutting occupation. Follow industrial regularity and organizational requirements: Carry out work in accordance with organizational guidelines and procedures, identify and report any possible deviation. After completing this programme, participants will be able to: Read the specifications of various patterns in cutting components and number of quantities required for cutting		
	 operations. Carry out the pre-operational checks required for cutting operation. Identify different cutting operational methods/machines such as hydraulic clicking machine, hand clicking knife, etc. Identify different types of cutting dies and patterns used in the manufacturing of footwear to achieve correct quality and productivity. Spot difficulties with respect to cutting methods in order to achieve the correct quality for each style as per the pattern and 		









specifications.

- Use new technology such as computer-aided machines to cut leather and non-leather material.
- Calculate the number of components required in cutting operation by using the basic units of measurements.
- Inspect the cut components to ensure the accuracy of Cutting operations as per the specifications and sample.
- Identify different types of leather/ non-leather materials and their defects/flaws while performing cutting operations.
- Use tools/ machines such as cutting machine, cutting knife & dies etc.
- Maintain tools and machines used, so that they are available whenever required without any problems.
- Create a safe environment to work without injuries.
- Detect product/manufacturing defects and control manufacturing loss.
- Identify different types of footwear styles and manufacturing methods.
- Prepare daily reports of cutting operations (documentations).
- Control the machine temperature, pressure, dwell time etc. while cutting the raw material

Note: 1 week has 40 hours of learning (8 hrs a day x 5 days a week). For example:

S. No.	QP2 Durations (in hrs)	Weeks	Months
1	1440	36	9
2	960	24	6
3	2080	52	13

Block I: This is a training block done in the Instructor-Led training approach, with theory and practical sessions. The training sessions may be held at training provider's premises.

Block II: This is a training block done at the Employer location. This is largely hands-on with inputs/ guidance provided by the on-site mentors and supervisors. The employer may conduct instructor-led sessions in classrooms/ workshops and may also look at new age – technology-based performance support tools for additional support.









Basic Training (Block I)

General Information

1. Course Name: Cutter

2. QP Code with Version NO. and QP Name: LSS/Q2301 V1.0, Cutter

3. NSQF Level: 4

4. Theory hours: 40 Hrs

5. Practical hours: 260 Hrs

6. Batch Size: 30

7. Power Norms: 6 KW for Workshop

8. Space Norms: 10 (x20=200sq) feet

9. **Assessment:** QP based assessment is conducted by an Assessment Agency as deputed by

the respective Sector Skill Council.

10. Tools, Equipment, and Machinery required: As per Annexure I

11. Trainer Qualification: Trainer Prerequisites for Course: Cutter

Sr. No.	Area	Details	
1	Job Description	The individual, as a part of the job role, lays out, marks, and cuts leather or non-leather material into parts for articles using cutting dies. The critical component of the role is to position leather/non-leather for cutting to ensure good number and quality of cut pieces.	
2	Personal Attributes	The individual should possess good hand-eye coordination and judgment in positioning and cutting. Also, the individual should have basic estimation and numerical skills along with ability to choose the correct leather/ non-leather parts for different components.	
3	Minimum Educational Qualifications	10 th with 18 months certificate course in Footwear (any) and above.	
4a	Domain Certification	Certified for Job Role: "Cutter" mapped to QP: "LSS/Q2301, v1.0". The minimum accepted score should be as per the decision of the respective SSC guidelines.	
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score for the trainer is 80% as per SSC guidelines.	
5	Experience	Minimum 6 years site experience with Cutter (Footwear) Level-4 qualified.	









Curriculum

Block I is aimed at training candidates for the course of a "Cutter", in the "Leather" Sector/Industry and aims at building the following key competencies amongst the learner.

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
1	Overview on leather Industry and Generic Skills Theory Duration (hh:mm) 12:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code Bridge Module	 Explain the importance of leather industry and 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 	Computer, Projector, White projector screen, White board, Safety hazard signs, Stationery, PPE sets
2	Carry out Cutting Operations Theory Duration (hh:mm) 11:00 Practical Duration (hh:mm) 193:00 Corresponding NOS Code LSS/N2301	 Identify tools and quality of materials required for leather cutting Illustrate footwear designs, styles and dimensions required for cutting leather for producing footwear Ensure necessary preparation required for cutting leather Ensure direction placement of cutting dies for different skins Comply with health, safety, environment guidelines, regulations etc. in accordance with international/national standards or organizational SOP Perform hand-cutting operation Perform machine-cutting operation 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Plastic tray, White pencils, Silver refill
3	Maintain the Work Area, Tools and Machines Theory Duration (hh:mm)	 Ensure housekeeping and safety Maintain workplace, tools and equipment Identify the material requirements for cleaning the areas inspected by, considering risk, time, efficiency and type of stain Ensure that the cleaning equipment is in 	Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Water bucket, Cleaning









Sr.	Madula Nama Equipment			
No.	Module Name	Key Learning Outcomes	Required	
	04:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code	proper working condition Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces Display the appropriate signage for the work being conducted	materials, Mop, Dust bin, Broom	
4	LSS/N8501 Contribute to Achieving Product Quality in Cutting Processes Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code LSS/N2302	 Ensure cutting parts produced according to specification/ sample leather swatch/sample upper/shoe as per customer/ buyer requirement Ensure maximum usage of cut components with minimal wastages Carry out regular quality checks and fault identification in work in process/ final product Maintain records and documents 	Sample leather defects material, Leather thickness measuring gauge, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles	
5	Maintain Health, Safety and Security Requirements at Workplace Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code LSS/N8601	 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 organization procedures for shutdown and evacuation when required 	First aid kit, Fire extinguisher, PPE Set	
6	Comply with Industry, Regulatory and Ethical Requirements Theory Duration (hh:mm) 01:00 Practical Duration	 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 	Sample legal documents	









Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	(hh:mm)		
	02:00		
	Corresponding NOS Code LSS/N8701		
	Total Duration	Unique Equipment Required:	
	Theory Duration 40:00 Practical Duration 260:00	Leather, Scissors, Measuring tape, Steel rule, Hand clicking knife Hammer, Compass, White pencil, Cutting knife, Punches, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel scale, Screw driver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting plier, Cleaning Brush, Wooden tray, Non leather, Dispenser with cello tape, Pencil, Plastic tray, Silver refill, Chart paper, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Water bucket, Cleaning materials, Mop, Sample leather defects material, Leather thickness measuring gauge, First aid kit, Fire extinguisher and Samples of legal documents.	

Grand Total Course Duration: 300 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by Leather Sector Skill Council)









Hands-On at Employer Location (Block II)

General Information

1. Name of the Course: Cutter

2. QP Code with Version No. and QP Name: LSS/Q2301 V1.0, Cutter

3. NSQF Level: 4

4. Training Duration: 960 Hrs

5. Batch Size: 30

6. **Assessment:** The Leather Sector Skill Council (LSSC) will conduct the assessment at the end of Block II.

7. Tools, Equipment, and Machinery required: As per Annexure II

8. Trainer Qualification: Trainer Prerequisites for course: Cutter

Sr. No.	Area	Details	
1	Job Description	The individual, as a part of the job role, lays out, marks, and cuts leather or non-leather material into parts for articles using cutting dies. The critical component of the role is to position leather/non-leather for cutting to ensure good number and quality of cut pieces.	
2	Personal Attributes	The individual should possess good hand-eye coordination and judgment in positioning and cutting. Also, the individual should have basic estimation and numerical skills along with ability to choose the correct leather/ non-leather parts for different components.	
3	Minimum Educational Qualifications	10 th with 18 months certificate course in Footwear (any) and above.	
4a	Domain Certification	Certified for Job Role: "Cutter" mapped to QP: "LSS/Q2301, v1.0". The minimum accepted score should be as per the decision of the respective SSC guidelines.	
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score for the trainer is 80% as per SSC guidelines.	
5	Experience	Minimum 6 years site experience with Cutter (Footwear) Level-4 qualified.	









Curriculum

Block II is aimed at training candidates for the course of a "Cutter", in the "Leather" Sector/Industry and aims at building the following key competencies amongst the learner.

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
Week 1	Cutting tools and machines Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N2301	 Explain the different types of operations involved in cutting process Describe the tools and machines used in cutting operation Identify the hand tools and machines used in cutting operations Demonstrate the procedure of using the tools and machines used in cutting operation 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 2	Preparatory Work for Cutting-I Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N2301	 Explain the method of interpreting product specifications Describe the relation between the data on the work ticket/ job card and the production schedules Prepare the hazard free working area for cutting operation Check the data on the work ticket or job card Obtain more information on tasks when the instructions are unclear Sort the tools and materials for the work Check the tools are safe to use on the material Report faults in the tools 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 3	Preparatory Work for Cutting-II Theory Duration (hh:mm) 00:00	 Check the materials to be used are free from faults Report faults in the materials Set up the equipment and machineries for cutting operation Select suitable cutting dies/patterns as per the specification of the job Preform a test run of machineries to ensure proper working condition 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage









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Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N2301	Process parts of components to meet the required quality standards	bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 4	Cutting Operation Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N2301	 Explain the methods of calculating the number of components required Describe the common quality imperfections associated with the materials Calculate the number of components needed for production Check the quality and characteristics of the material to match the required standards Check if the tools are clean to use on the material 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 5	Hand Cutting Operation-I Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N2301	 Describe hand cutting operation List the tools and equipment used in hand cutting operation. Identify the tools and equipment used in hand cutting operation Sort the tools and equipment used in hand cutting operation Check if the leather sheet used for cutting is free from defects like scars, bites etc. Calculate the number of cut components required as specified in the job card Select the suitable pattern required to trace for cutting operation 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 6	Hand Cutting Operation-II Theory Duration (hh:mm)	 Place the pattern on the leather sheet for tracing Carry out hand cutting operation accurately to avoid any imperfection on material Avoid any damage to knife and other equipment Produce the required batch of 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies,









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Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	O0:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N2301	 components to match the job card Review the company's production targets to ensure the standards are met 	Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 7	Machine Cutting Operation-I Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N2301	 Describe machine cutting operation List the tools and equipment used in machine cutting operation. Identify the tools and equipment used in machine cutting operation Sort the tools and equipment used in machine cutting operation Check if the leather sheet used for cutting is free from defects like scars, bites etc. Calculate the number of cut components required as specified in the job card Select the suitable cutting dies required for cutting operation 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 8	Machine Cutting Operation-II Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N2301	 Place the cutting dies on the leather sheet for cutting Carry out machine cutting operation accurately to avoid any imperfection on material Avoid any damage to knife and other equipment Produce the required batch of components to match the job card Review the company's production targets to ensure the standards are met 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 9	Target and Feedback Theory Duration (hh:mm)	 Ask questions to obtain more information on tasks when the instructions you have are unclear Review your agreed upon work targets 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl,









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Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N2301	 with your supervisor Receive feedback from team mates on work related performance Ask for help and information from your colleagues, when necessary, in a polite manner Assist your colleagues willingly and politely 	Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 10	Reporting and Documentation Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00	 Describe the implications of using defective tools and machines on the materials Identify faults in finished products and trace the causes of these faults Demonstrate the action to rectify the faults in order to maintain product quality Respond to imperfections, defects and damage caused by mishandling Report the faulty materials and 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with
	Corresponding NOS Code LSS/N2301	component parts that do not meet specification Replace faulty materials and components Follow reporting procedures where the cause of faults cannot be identified	handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 11	Cleaning and maintenance Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N2301	 Describe the safe working practices for cleaning and the method of carrying them Identify the tools and materials used for cleaning Carry out cleaning of machines Identify the basic maintenance tools Check whether the tools are free from defects Check whether the tools are clean and safe to use for next operation Perform basic maintenance of machineries Dispose the waste safely in the designated location 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper
Week 12	Sorting and Placing	Minimize the risk of damage Carry out sorting of workplace	Cutting knife, Hammer, Leather, Revolving









Sr. No.	Module Name	Key Learning Outcomes	Equipment Required			
	Theory Duration (hh:mm) 00:00	 Carry out validation of cut component Pass the cut component to assist the next stage of production Carry out closedown procedures on completion of work 	punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies,			
	Practical Duration (hh:mm) 40:00		Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush,			
	Corresponding NOS Code LSS/N2301		Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper			
Week 13	Contribute to achieving the product quality in cutting processes-I	 List the types of faults found in equipment and machinery Describe the process to identify materials which do not conform 	Sample leather defects material, Leather thickness measuring gauge, Gloves,			
	Theory Duration (hh:mm)	requirement Set up the machine for the specified	Helmet, Safety shoe, Ear plug, Apron, Goggles			
	03:00	 job Test the machines to ensure correct operation Maintain the required productivity and 	Coggics			
	Practical Duration (hh:mm) 37:00	 quality levels Carry out quality checks at specified intervals according to instructions Maintain the required tolerance 				
	Corresponding NOS Code LSS/N2302					
Week 14	Contribute to achieving the product quality in cutting processes-II	 Describe the process to maintain the flow of production Explain the importance of achieving quality 	Sample leather defects material, Leather thickness measuring gauge, Gloves,			
	Theory Duration (hh:mm) 03:00	 Identify process problems that affect product quality Maintain the continuity of production with minimum interruptions and downtime Identify faults and irregularities in 	Helmet, Safety shoe, Ear plug, Apron, Goggles			
	Practical Duration (hh:mm) 37:00	 equipment and machineries Identify faults in finished products Trace the causes of faults in finished products 				
	Corresponding NOS Code					









Sr. No.	Module Name	Key Learning Outcomes	Equipment Required			
Week	LSS/N2302 Reporting and	Report the faulty materials and	Sample leather defects			
15	Documentation Theory Duration (hh:mm) 00:00	component parts that do not meet specification Replace faulty materials and components Follow reporting procedures where the cause of faults cannot be identified	material, Leather thickness measuring gauge, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles			
	Practical Duration (hh:mm) 40:00	Maintain updated records and documents				
	Corresponding NOS Code LSS/N2302					
Week 16	Maintenance of work area	 Describe the importance of good time keeping and attendance Describe the importance of minimized 	Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning			
	Theory Duration (hh:mm) 03:00	 production cost Describe the importance of taking action when the problem is identified Prepare the work area as per the requirement 	cloth, Bucket, Cleaning materials, Mop, Dust bin, Broom			
	Practical Duration (hh:mm) 37:00	 Maintain a clean and hazard free working area Deal with work interruption safely Move around the workplace with care Create a comfortable position with the correct posture while working 				
	Corresponding NOS Code LSS/N8501	Maintain proper lighting and ventilation to make sure that there is general comfort in the work area				
Week 17	Maintenance of tools, equipment and machines-I	 List the hazards likely to be encountered when conducting routine maintenance Describe the importance of running maintenance and regular cleaning 	Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Bucket, Cleaning materials, Mop, Dust			
	Theory Duration (hh:mm) 03:00	 Handle tools, equipment and machine safely and correctly Maintain tools, equipment and machine in working condition 	bin, Broom			
	Practical Duration (hh:mm) 37:00					
	Corresponding NOS Code LSS/N8501					









Sr. No.	Module Name	Key Learning Outcomes	Equipment Required			
Week 18	Maintenance of tools, equipment and machines-II Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00	 Report unsafe equipment and other dangerous occurrences Store cleaning equipment safely after their use Carry out running maintenance within agreed schedules Carry out maintenance and/or cleaning outside the machine responsibility Check that the correct machine guards are in place 	Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Bucket, Cleaning materials, Mop, Dust bin, Broom			
	Corresponding NOS Code LSS/N8501					
Week 19	Reporting and Documentation Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N8501	 Store accurate records and documents Assist in completing documentation procedure by providing inputs Report the need for maintenance and/or cleaning outside area Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration 	Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Bucket, Cleaning materials, Mop, Dust bin, Broom			
Week 20	Maintain health, safety and security at work place-I Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N8601	 Explain occupational health and safety risk List the different Personal Protective equipment used Comply with health and safety related instructions applicable to the workplace Demonstrate the method of wearing the different Personal Protective equipment as per protocol Carry out own activities in line with approved guidelines and procedures Check for any malfunction in machinery and equipment Repair the possible malfunction in machinery and equipment Report any service malfunctions that cannot be rectified with documentation 	First aid kit, Fire extinguisher, PPE set			









Sr. No.	Module Name	Key Learning Outcomes	Equipment Required			
Week 21	Maintain health, safety and security at work place-II Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00	 Prepare a checklist to monitor the workplace and work processes for potential risks and threats Store materials and equipment in line with manufacturer's and organizational requirements Carry out periodic walk-through to keep work area free from hazards and obstructions Report hazards and potential risks/threats to supervisors or other authorized personnel 	First aid kit, Fire extinguisher, PPE set			
	Corresponding NOS Code LSS/N8601					
Week 22	Maintain health, safety and security at work place-III Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00	 Carry out mock drills/ evacuation procedure at the workplace Demonstrate procedures pertaining to first aid and fire fighting in the event of workplace emergencies Follow organization procedures for shutdown and evacuation when required 	First aid kit, Fire extinguisher, PPE set			
	Corresponding NOS Code LSS/N8601					
Week 23	Comply with industry, regulatory and organizational requirement Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00	 Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures Obtain clarifications on policies and procedures from the supervisor Follow the policies and procedures within the work practices Identify any possible deviation to ethical requirements Report any possible deviation to ethical requirements 	Sample legal documents			
	Corresponding NOS Code					









Sr. No.	Module Name	Key Learning Outcomes	Equipment Required	
Week 24	LSS/N8701 Revision Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 36:00 Corresponding NOS Code LSS/N2301 LSS/N2302 LSS/N8501 LSS/N8601	Summarize the skills learned in previous weeks Practice all the previous exercises	All the equipment as mentioned above for Cutter	
	LSS/N8701 Total Duration Theory Duration 40:00 Practical Duration 920:00	Unique Equipment Required: Leather, Scissors, Measuring tape, Steel ru Hammer, Compass, White pencil, Cutting ki Awl, Hydraulic clicking press, Cutting Mat, Compass, Cutting dies, Stainless steel scale Garbage bins, Dust pan with handle and brocutting plier, Cleaning Brush, Wooden tray, with cello tape, Pencil, Plastic tray, Silver re Helmet, Safety shoe, Ear plug, Apron, Gogg Cleaning materials, Mop, Sample leather de thickness measuring gauge, First aid kit, Fir Samples of legal documents	nife, Punches, Clicking Oil stone, Tracing wheel, e, Screw driver, oom, Water Bucket, Non leather, Dispenser fill, Chart paper, Gloves, ples, Cleaning cloth, fects material, Leather	

Grand Total Course Duration: 960 Hours, 0 Minutes









Assessment Criteria

Job Role	Cutter
Qualification Pack	LSS/Q2301, V1.0
Sector Skill Council	Leather Sector Skill Council

S. 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 candidate 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

NOS		Performance Criteria	Total Mark	Out Of	Marks Allocation	
			Wark		Theory	Skills Practical
1.	1. LSS/N2301: Carry out cutting operations	PC1. Make sure the work area is free from hazards		2	0	2
		PC2. Follow the instructions given on the work ticket or job card in line with the responsibilities of the job role		1	0	1
		PC3. Ask questions to obtain more information on tasks when the instructions are unclear		1	0	1
		PC4. Agree and review the agreed upon work targets with the supervisor and check for special instructions, if any	100	1	0	1
		PC5. Use the correct tools and equipment		6	5	1
		PC6. Check that equipment is safe and set up in readiness for use		1	0	1
		PC7. Select the correct component		2	0	2









				M	arks
NOS	Performance Criteria	Total Mark	Out Of	Allocation	
		Wark		Theory	Skills Practical
	parts for the style being worked on				
	PC8. Check that the materials to be used are free from faults		1	0	1
	PC9. Ensure the materials used meet the specification in terms of color matching within a product/ between a pair of products, where applicable		7	5	2
	PC10. Report faults in the materials		1	0	1
	PC11. Carry out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		2	0	2
	PC12. Process component parts to the quality standard required		2	0	2
	PC13. Correct work that does not conform to company quality standards		2	0	2
	PC14. Report any damaged work to the supervisor/ quality controller		1	0	1
	PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC16. Follow company reporting procedures about defective tools and machines which affect work		1	0	1
	PC17. Follow and utilize opportunities for learning		2	0	2
	PC18. Update and develop knowledge of the products		2	0	2
	PC19. Check with others when unsure of new product details		2	0	2
	PC20. Sort and place work to assist with the next stage of production and minimize the risk of damage		2	0	2









				Ma	arks
NOS	Performance Criteria	Total Mark	Out Of	Allocation	
				Theory	Skills Practical
	PC21. Seek feedback from team mates on work related performance		1	0	1
	PC22. Ask for help and information from the colleagues, when necessary, in a polite manner		1	0	1
	PC23. Anticipate and respond to requests for assistance from colleagues willingly and politely		1	0	1
	PC24. Leave work area safe and secure when work is complete		1	0	1
	PC25. Complete forms, records and other documentation		1	0	1
	PC26. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
	PC27. Make sure the work area is free from hazards		2	0	2
	PC28. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of the job role		1	0	1
	PC29. Ask questions to obtain more information on tasks when the instructions are unclear		1	0	1
	PC30. Calculate the number of components needed for production		1	0	1
	PC31. Select the tools and materials for the work		1	0	1
	PC32. Set up the equipment		1	0	1
	PC33. Make sure that tools are safe and clean to use on the material		1	0	1
	PC34. Check the quality and characteristics of the material match the required standards before starting to cut		1	0	1









				N/	
				IVI	arks
NOS	Performance Criteria	Total Mark	Out Of	Allocation	
		Mark		Theory	Skills Practical
	PC35. Use tools and equipment for hand or machine cutting		1	0	1
	PC36. Make sure that when cutting the material Avoid damaging self and others Avoid damage to the knife and		2	0	2
	other equipment PC37. Avoid any imperfections in the material when cutting		1	0	1
	PC38. Calculate the components required		7	5	2
	PC39. Agree and review the agreed upon work targets with the supervisor		1	0	1
	PC40. Seek feedback from team mates on work related performance		1	0	1
	PC41. Ask for help and information from the colleagues, when necessary, in a polite manner		7	5	2
	PC42. Anticipate and respond to requests for assistance from colleagues willingly and politely		1	0	1
	PC43. Follow and utilize opportunities for learning		1	0	1
	PC44. Update and develop knowledge of the products		1	0	1
	PC45. Minimize wastage		1	0	1
	PC46. Meet company usage tolerances for efficient pattern interlocking		1	0	1
	PC47. Report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC48. Check with others when unsure of new product details		1	0	1









				M	arks
NOS	Performance Criteria	Total Mark	Out Of	Allo	cation
				Theory	Skills Practical
	PC49. Identify and respond to imperfections, defects and damage due to mishandling		1	0	1
	PC50. Produce the required batch of components to match the job card and the company's production targets		6	5	1
	PC51. Report defects in the tools and equipment that do not have the authority to repair		1	0	1
	PC52. Dispose of waste materials safely and return re-useable materials		6	5	1
	PC53. Carry out closedown procedures on completion of work		1	0	1
	 PC54. Make sure that the cut material is Correctly sorted to assist the next stage of production Carefully placed to minimize the risk of damage 		1	0	1
	PC55. Complete forms, records and other documentation		1	0	1
	PC56. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
	Total		100	30	70
2. LSS/N2302: Contribute to achieving	PC1. Set up and test equipment to meet quality standard		1	0	1
product quality in cutting processes	PC2. Ensure materials and component parts meet specifications		1	0	1
	PC3. Ensure the quality of the product meets specification during production		6	5	1
	PC4. Maintain the required productivity and quality levels		6	5	1









				M	arks
NOS	Performance Criteria	Total	Out Of	Allo	cation
		Mark		Theory	Skills Practical
	PC5. Carry out quality checks at agreed intervals and in the approved way		6	5	1
	PC6. Apply the allowed tolerances	50	6	5	1
	PC7. Report and replace faulty materials and component parts which do not meet specification		2	0	2
	PC8. Identify process problems that effect product quality and report them promptly to appropriate people		7	5	2
PC9. Maintain the continuity of production with minimum interruptions and downtime			6	5	1
	PC10. Identify faults and irregularities in equipment and machinery and take action within the limits of the responsibility PC11. Identify faults in finished products and trace their causes PC12. Follow reporting procedures where the cause of faults cannot be identified PC13. Maintain records and documentation		1	0	1
			1	0	1
			6	5	1
			1	0	1
	Total		50	35	15
3. LSS/N8501: Maintain the work area, tools and	PC1. Handle materials, machinery, equipment and tools safely and correctly		2	0	2
machines	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		3	0	3









				M	arks
NOS	Performance Criteria	Total	Out Of	Allo	cation
		Mark		Theory	Skills Practical
	free working area				
	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	50 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 PC16. Store cleaning equipment safely after use		3	2	1
			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









				Ma	arks
NOS	Performance Criteria	Total Mark	Out Of	Allo	cation
				Theory	Skills Practical
	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	PC1. Comply with health and safety related instructions applicable to the workplace		6	5	1
workplace	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	0.5	0	0.5
	PC10. Minimize health and safety risks to self and others due to own actions	25	1	0	1









				M	arks
NOS	Performance Criteria	Total Mark	Out Of	Allo	cation
		a. K		Theory	Skills Practical
	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	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
	PC17. Take action based on instructions in the event of fire, emergencies or accidents			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	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures		8	5	3
requirements	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	25	8	5	3
	PC3. Apply and follow these policies and procedures within the work practices		3	0	3









NOS	Performance Criteria	Total Mark	Out Of		arks	
				Theory	Skills Practical	
	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	









Annexure I: Tools and Equipment for Basic Training (Block I)

Sector: Leather

Block I QP Code with Version No. or Course Code: LSS/Q2301, V1.0

Block I QP Name or Course Name: Cutter

Block I NSQF Level: 4

S. No.	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Centre (Yes/No)	Dimension/Specification /Description of the Equipment/ ANY OTHER REMARK
1	Scissors	10	Nos	Yes	150mm and 300mm
2	Measuring tape	2	Nos	Yes	Standard
3	Steel rule	2	Nos	Yes	Stainless Steel 6" - 15 NOS & 12 "
4	Hand clicking knife	5	Nos	Yes	Stainless Steel
5	Hammer	2	Nos	Yes	100 gms, 200 gms, 300 gms and 500 gms
6	Compass	2	Nos	No (Can be made available at OJT site)	Standard
7	White pencil	30	Nos	Yes	Drawing pencil
8	Cutting knife	5	Set	Yes	Stainless steel
10	Punches	3	Nos	Yes	Size - 00, 0,1,2,3 and 4
11	Hydraulic clicking press	1	Nos	Yes	Tempered sharp steel needle with wooden handle
12	Cutting Mat	5	Nos	Yes	Cutting Table width – 800mm x 400mm / 1000mm x 500mm
13	Oil stone	2	Nos	Yes	3.5 x 4.5 ft
14	Tracing wheel	3	Nos	Yes	Standard
15	Cutting dies	1	Set	Yes	Standard
16	Screwdriver	1	Set	Yes	Different shapes (big, small, medium)
17	Cutting plier	1	Set	Yes	Small size and long size
18	Leather thickness measuring gauge	1	Nos	Yes	8 Inch
19	Dust Bins	3	Nos	No (Can be made available at OJT site)	Measuring Range: 0 to 10 mm Least count of dial gauge: 0.01 Diameter of anvil: 50 mm approximately









					Diameter of indenter: 10 mm Pressure on indenter: 100 gm/cm2 Throat depth: 50 mm
20	Hydraulic clicking press	1	Nos	Yes	30 Its capacity
21	Dust Pan with Handle & Broom	2	Nos	Yes	Long handle
22	Dry and wet mob	1	Nos	Yes	Long handle
23	Bucket	2	Nos	Yes	20 Its capacity
24	PPE set	1	Nos	Yes	Standard
25	First aid kit	1	Nos	Yes	Standard
26	Fire Extinguisher	1	Nos	Yes	ABC Type









Annexure II: Tools and Equipment for Hands-On at Employer Location (Block II)

Sector: Leather

Block II QP Code with Version No. or Course Code: LSS/Q2301, V1.0

Block II QP Name or Course Name: Cutter

Block II NSQF Level: 4

S. No.	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Centre (Yes/No)	Dimension/Specification /Description of the Equipment/ ANY OTHER REMARK
1	Scissors	10	Nos	Yes	150mm and 300mm
2	Measuring tape	2	Nos	Yes	Standard
3	Steel rule	2	Nos	Yes	Stainless Steel 6" - 15 NOS & 12 "
4	Hand clicking knife	5	Nos	Yes	Stainless Steel
5	Hammer	2	Nos	Yes	100 gms, 200 gms, 300 gms and 500 gms
6	Compass	2	Nos	Yes	Standard
7	White pencil	30	Nos	Yes	Drawing pencil
8	Cutting knife	5	Set	Yes	Stainless steel
10	Punches	3	Nos	Yes	Size - 00, 0,1,2,3 and 4
11	Hydraulic clicking press	1	Nos	Yes	Tempered sharp steel needle with wooden handle
12	Cutting Mat	5	Nos	Yes	Cutting Table width – 800mm x 400mm / 1000mm x 500mm
13	Oil stone	2	Nos	Yes	3.5 x 4.5 ft
14	Tracing wheel	3	Nos	Yes	Standard
15	Cutting dies	1	Set	Yes	Standard
16	Screwdriver	1	Set	Yes	Different shapes (big, small, medium)
17	Cutting plier	1	Set	Yes	Small size and long size
18	Leather thickness measuring gauge	1	Nos	Yes	8 Inch
19	Dust Bins	3	Nos	Yes	Measuring Range: 0 to 10 mm Least count of dial gauge: 0.01 Diameter of anvil: 50 mm approximately Diameter of indenter: 10









					mm Pressure on indenter: 100 gm/cm2 Throat depth: 50 mm
20	Hydraulic clicking press	1	Nos	Yes	30 Its capacity
21	Dust Pan with Handle & Broom	2	Nos	Yes	Long handle
22	Dry and wet mob	1	Nos	Yes	Long handle
23	Bucket	2	Nos	Yes	20 Its capacity
24	PPE set	1	Nos	Yes	Standard
25	First aid kit	1	Nos	Yes	Standard
26	Fire Extinguisher	1	Nos	Yes	ABC Type









Further Learning

Learning Pathways

After completion of the apprenticeship training the candidates have wide career choices available with them in the Leather industry. A candidate after completing apprenticeship can be skilled horizontally in Pre-Assembly operator (Footwear) (LSS/Q2601), Skiving operator (Footwear) (LSS/Q2401), Stitching Operator (Footwear) (LSS/Q2501) etc. and vertically as Line Supervisor (LSS/Q3102), Quality Control Inspector (Footwear) (LSS/Q3101) etc. in plant hierarchy.

Employment Opportunities

Apart from above mentioned avenues, the apprentice can always aspire to be associated with:

- 1. **Footwear manufacturing units in India**: The apprentice may be employed with the biggest player of the trades and be a part of their manufacturing set and deliver quality work.
- Footwear manufacturing set up/Retail Unit: The apprentice may be encouraged to set up
 their own manufacturing unit, which they may also channelize into owning a retail unit and be
 able to sell their merchandise directly to the consumers.
- 3. **Education and Training**: They may also take up the role of the instructor in this field where they can impart their manufacturing knowledge to the aspiring students.