

APPRENTICESHIP CURRICULUM

FOR

SKIVING OPERATOR

Program

SECTOR: Leather

BLOCK I (Basic Training):

COURSE NAME: Skiving Operator

QP Name, Code and Version No., and NSQF Level: Skiving
Operator, LSS/Q2401 V1.0, NSQF
Level 4

Training Duration: 300 Hrs (3 months)

BLOCK II (Training at Employer Location):

COURSE NAME: Skiving Operator

QP Name, Code and Version No., and NSQF Level: Skiving
Operator, LSS/Q2401 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	Skiving Operator		
Program Duration	1260 Hrs (9 months)		
Version No.	1.0	Version Update Date	25/10/18
Entry Qualification	Class V		
Educational and/or Technical Qualification Required	Class V		
Block 1 Training Outcomes for Skiving Operator	<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 such as: Carrying out pre-operational procedures to ensure the correct operation of skiving tools and machines. • Perform skiving operations: 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 that 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 and 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. 		
Block II Training Outcomes for Skiving Operator	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Read the job card to understand the specification for different thickness required in skiving operation and methods to perform them. • Carry out preoperational checks and standard operating procedures to perform skiving operations. • Identify different skiving methods used in the manufacturing of footwear to achieve correct quality and productivity. • Spot difficulties with respect to the practicality of different width and thickness in order to achieve the correct quality for each style as per the sample and specifications. • Use different working methods of skiving operations. • Identify different parts of skiving machine. • Identify different types of leather/ non-leather materials and their properties with respect to stretching/shrinkage while doing skiving operations. • Use tools/machines such as skiving machine, skiving disc blade, 		

	<p>grinder etc.</p> <ul style="list-style-type: none"> • Maintain tools and machines used, so that they are available whenever required without any problems • Inspect visually the accuracy of skiving as per the specification and sample • Work in safe environment and without injuries • Detect product/ manufacturing defects and control manufacturing loss • Identify different types of footwear styles and manufacturing methods • Create reports of skiving operations for the day (documentations) • Control the machine temperature, pressure, dwell time etc. while skiving the component
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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:** Skiving Operator
2. **QP Code with Version No. and QP Name:** LSS/Q2401 V1.0, Skiving Operator
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: Skiving Operator

Sr. No.	Area	Details
1	Job 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-organized 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, 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 Skiving (Footwear) Level-4 qualified.

Curriculum

Block I is aimed at training candidates for the course of a “Skiving Operator”, 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	<p>Overview on Leather Industry and Generic Skills</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> • 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 to carry out operator's task 	<p>Computer, Projector, White projector screen, White board, Safety hazard signs, Stationery, PPE sets</p>
2	<p>Carry-out Skiving Operation using Machine</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 193:00</p> <p>Corresponding NOS Code LSS/N2401</p>	<ul style="list-style-type: none"> • Make sure the work area is free from hazards • Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of your job role • Ask questions to obtain more information on tasks when the instructions are unclear • Select and sort the tools and materials for the work • Set up the equipment and machinery as per the job requirement • Make sure that tools are safe and clean to use on the material • Agree and review your agreed upon work targets with your supervisor • Minimize wastage and dispose materials safely • Produce the required batch of components to match the job card and the company's production targets • Conform to legal requirements, organizational policies and procedures • Carry out visual inspection to ensure the products are free from handling defects • Perform skiving operations as per specification/instructions • Perform reporting and documentation • Perform sorting and placing 	<p>Sample materials, Grinder, Skiving machine, Skiving tools</p>

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
3	<p>Contribute to Achieving Product 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"> Set up and test skiving machines to ensure correct operation 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 	Sample leather defects material, Inspection report documents, Leather thickness measuring gauge, Gloves, Safety shoe, Ear plug, Apron
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 	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
5	<p>Maintain Health, Safety and Security Requirements at Workplace</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 Take action based on instructions in the event of fires, emergencies or accidents Follow organizational procedures for shutdown and evacuation when required 	First aid kit, Fire extinguisher, PPE Set

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
6	<p>Comply with Industry, Regulatory and Organizational Requirements</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code LSS/N8701</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 	Sample legal documents
	<p>Total Duration</p> <p>Theory Duration 40:00</p> <p>Practical Duration 260:00</p>	<p>Unique Equipment Required:</p> <p>Grinder, Skiving machine, Skiving tools, Sample leather defects material, Inspection report documents, Leather thickness measuring gauge, Gloves, Safety shoe, Ear plug, Apron, One set of tools and facility for arranging tools, Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, Broom, Grease, Lubricate oil, First aid kit, Fire extinguisher, PPE Set, Sample legal documents.</p>	

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:** Skiving Operator
2. **QP Code with Version No. and QP Name:** LSS/Q2401 V1.0, Skiving Operator
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: Skiving Operator

Sr. No.	Area	Details
1	Job 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-organized 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, 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 Skiving (Footwear) Level-4 qualified.

Curriculum

Block II is aimed at training candidates for the course of a “Skiving Operator”, 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	<p>Skiving tools and equipment</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 37:00</p> <p>Corresponding NOS Code LSS/N2401</p>	<ul style="list-style-type: none"> • Explain the different types of skiving operation • Describe tools and materials used in skiving operations • Identify hand tools and equipment used in skiving operations • Demonstrate the procedure of using tools and equipment used in skiving operation 	Sample materials, Grinder, Skiving machine, Skiving tools
Week 2	<p>Preparatory work for Skiving-I</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 37:00</p> <p>Corresponding NOS Code LSS/N2401</p>	<ul style="list-style-type: none"> • Describe the process of setting the thickness and width parameter in the skiving machines • Describe the function of skiving disc blade and method to sharpen it • Prepare the hazard free working area for skiving operation • Check the data on the work ticket or job card • Interact with the supervisor to obtain more information on tasks when the instruction are unclear 	Sample materials, Grinder, Skiving machine, Skiving tools
Week 3	<p>Preparatory work for Skiving-II</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm)</p>	<ul style="list-style-type: none"> • Select the required tools and materials • Sort the tools and materials for the work • Sharpen the skiving disc blade as per the requirement • Check the tools are safe and clean to use on the material • Set up the equipment and machineries for skiving 	Sample materials, Grinder, Skiving machine, Skiving tools

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	40:00 Corresponding NOS Code LSS/N2401		
Week 4	Skiving Operations-I Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N2401	<ul style="list-style-type: none"> Describe the function of the grinder Explain the procedure and concept of the operations followed in skiving process Check if the grinder is clean and ready to use Clean the grinder with specified cleaning agent Check if the skiving blade is sharp and ready to use Sharpen the disc blade using grinder as required 	Sample materials, Grinder, Skiving machine, Skiving tools
Week 5	Skiving Operations-II Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N2401	<ul style="list-style-type: none"> Describe the procedure to operate upper skiving and bottom skiving machines List the safety ways to perform skiving without getting injured in the process Adjust the width as per the specifications to perform skiving of the material Adjust the thickness as per the specifications to perform skiving of the material 	Sample materials, Grinder, Skiving machine, Skiving tools
Week 6	Manual Skiving Operation-I Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00	<ul style="list-style-type: none"> Identify the tools and equipment used for manual skiving operation Carryout manual skiving operation as per the specification Carry out visual inspection to ensure the accuracy of the skived component Produce the required batch of components to match the job card 	Sample materials, Grinder, Skiving machine, Skiving tools

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code LSS/N2401		
Week 7	Manual Skiving Operation-II (Repetition) Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N2401	<ul style="list-style-type: none"> Identify the tools and equipment used for manual skiving operation Carryout manual skiving operation as per the specification Carry out visual inspection to ensure the accuracy of the skived component Produce the required batch of components to match the job card 	Sample materials, Grinder, Skiving machine, Skiving tools
Week 8	Machine Skiving Operation-I Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N2401	<ul style="list-style-type: none"> Identify the tools and equipment used for machine skiving operation Carryout machine skiving operation as per the specification Carry out visual inspection to ensure the accuracy of the skived component Produce the required batch of components to match the job card 	Sample materials, Grinder, Skiving machine, Skiving tools
Week 9	Machine Skiving Operation-II (Repetition) Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00	<ul style="list-style-type: none"> Identify the tools and equipment used for machine skiving operation Carryout machine skiving operation as per the specification Carry out visual inspection to ensure the accuracy of the skived component Produce the required batch of components to match the job card 	Sample materials, Grinder, Skiving machine, Skiving tools

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code LSS/N2401		
Week 10	Cleaning and Maintenance Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N2401	<ul style="list-style-type: none"> Identify the consumables and tools used for cleaning Clean the tools and machines with the required cleaning agent Check whether the tools are clean and safe to use for next operation Perform basic maintenance of machineries Store cleaning equipment safely after use Dispose the waste safely in the designated location 	Sample materials, Grinder, Skiving machine, Skiving tools
Week 11	Reporting and Documentation Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N2401	<ul style="list-style-type: none"> Identify faults in skived materials and trace the causes of these faults Demonstrate the action to rectify the faults in order to maintain product quality Report risks/ problems likely to affect services to the relevant person Report defects in the tools and equipment that one does not have the authority to repair Follow reporting procedures where the cause of faults cannot be identified Store accurate records and documents Assist in completing documentation procedure by providing inputs 	Sample materials, Grinder, Skiving machine, Skiving tools
Week 12	Sorting and Placing Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00	<ul style="list-style-type: none"> Sort the work area to assist the next stage of production Minimize the risk of damage Validate the skived uppers as per the specification Pass the skived uppers to the next stage in the manufacturing process Carry out closedown procedures on completion of work 	Sample materials, Grinder, Skiving machine, Skiving tools

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code LSS/N2401		
Week 13	Inspection-I Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N2402	<ul style="list-style-type: none"> • Explain the methods to rectify the faults found in skiving process • Describe the techniques and methods used to detect faults in the skiving process • List the inspection method that can be used in skiving process • Test the skiving machines to ensure correct operation • Operate the machine in accordance with machine and workplace standards • Check the optimum condition of disk knife 	Sample leather defects material, Inspection report documents, Leather thickness measuring gauge, Gloves, Safety shoe, Ear plug, Apron
Week 14	Inspection-II Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N2402	<ul style="list-style-type: none"> • Explain the importance of product checks • List the acceptable solution for any particular faults • Describe the consequences of not rectifying problems • Check the skived components accurately according to the specification • Check if the skiving is uniform even along the curvy edges • Check the performance of the machine for signs of faulty operations • Check the materials and component parts meet specification • Carry out quality checks at agreed intervals and in the approved way 	Sample leather defects material, Inspection report documents, Leather thickness measuring gauge, Gloves, Safety shoe, Ear plug, Apron
Week 15	Reporting and Documentation Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00	<ul style="list-style-type: none"> • List the types of adjustments suitable for specific types of faults • List the difference between correctable and non-correctable faults • Identify causes of faults in finished product to maintain product quality • Report faulty materials and component parts which do not meet specification • Replace faulty materials and components • Follow reporting procedures where the cause of faults cannot be identified 	Sample leather defects material, Inspection report documents, Leather thickness measuring gauge, Gloves, Safety shoe, Ear plug, Apron

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code LSS/N2402		
Week 16	Maintenance of work area Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N8501	<ul style="list-style-type: none"> Describe the importance of good time keeping and attendance Describe the importance of minimized production cost Describe the importance of taking action when the problem is identified Prepare and organize the work area as per the requirement 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 Maintain proper lighting and ventilation to make sure that there is general comfort in the work area 	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
Week 17	Maintenance of tools, equipment and machine Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N8501	<ul style="list-style-type: none"> List the hazards likely to be encountered when conducting routine maintenance Describe the importance of running maintenance and regular cleaning Describe the maintenance procedures and manufacturer's instructions Handle tools, equipment and machine safely and correctly Maintain tools, equipment and machine in working condition 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 	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
Week 18	Reporting and Documentation Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm)	<ul style="list-style-type: none"> Store accurate records and documents Assist in completing documentation procedure by providing inputs Report the need for maintenance and/or cleaning outside the area Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration 	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

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	40:00 Corresponding NOS Code LSS/N8501		
Week 19	Compliance with health and safety-I Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N8601	<ul style="list-style-type: none"> • 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 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, Gloves, Safety shoe, Ear plug, Apron
Week 20	Compliance with health and safety-II Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 37:00 Corresponding NOS Code LSS/N8601	<ul style="list-style-type: none"> • Describe the proper disposal system for waste and by-products • Explain the different signage related to health and safety • Store materials and equipment in line with manufacturer's and organizational requirements • Safely handle to move waste and debris • Demonstrate the methods to minimize health and safety risk to self and others due to own action 	First aid kit, Fire extinguisher, Gloves, Safety shoe, Ear plug, Apron
Week 21	Compliance with security-I Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm)	<ul style="list-style-type: none"> • Describe the method of handling and storing hazardous substance • Explain the importance of Environmental Management system • Check if the appropriate PPE's are worn and their usage condition • Prepare a checklist to monitor the workplace and work processes for potential risks and threats • Demonstrate the procedure the check the workplace and work processes as per the checklist 	First aid kit, Fire extinguisher, Gloves, Safety shoe, Ear plug, Apron

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	37:00 Corresponding NOS Code LSS/N8601		
Week 22	Compliance with security-II Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N8601	<ul style="list-style-type: none"> 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 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, Gloves, Safety shoe, Ear plug, Apron
Week 23	Comply with industry, regulatory and organizational requirement Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSS/N8701	<ul style="list-style-type: none"> 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
Week 24	Revision Theory Duration (hh:mm) 04:00 Practical Duration	<ul style="list-style-type: none"> Summarize the skills learned in previous weeks Practice all the previous exercises 	All the equipment as mentioned above for Skiving Operator

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	(hh:mm) 36:00 Corresponding NOS Code LSS/N2401 LSS/N2402 LSS/N8501 LSS/N8601 LSS/N8701		
	Total Duration Theory Duration 40:00 Practical Duration 920:00	Unique Equipment Required: Grinder, Skiving machine, Skiving tools, Sample leather defects material, Inspection report documents, Leather thickness measuring gauge, Gloves, Safety shoe, Ear plug, Apron, One set of tools and facility for arranging tools, Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, Broom, Grease, Lubricate oil, First aid kit, Fire extinguisher, PPE Set, Sample legal documents.	

Grand Total Course Duration: 960 Hours, 0 Minutes

Assessment Criteria

Job Role	Skiving Operator
Qualification Pack	LSS/Q2401, 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	
				Theory	Skills Practical
1. LSS/N2401: Carry out footwear skiving operation using machine	PC1. Make sure the work area is free from hazards		5	0	5
	PC2. Obtain and check the data on the work ticket or job card and carryout functions in line with the responsibilities of your job role		5	0	5
	PC3. Ask questions to obtain more information on tasks when the instructions are unclear		3	0	3
	PC4. Select and sort the tools and materials for the work		2	0	2
	PC5. Set up the equipment and machineries for Skiving as per the job requirement		5	0	5
	PC6. Make sure that tools are safe and clean to use on the material		3	0	3
	PC7. Agree and review your agreed upon work targets with your		2	0	2

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	supervisor	100			
	PC8. Seek feedback from supervisor on work related performance		2	0	2
	PC9.Minimize wastage		8	5	3
	PC10. Produce the required batch of components to match the job card and the company's production targets		5	0	5
	PC11. Dispose of waste materials safely and return-useable materials		2	0	2
	PC12. Work in conformance to legal requirements, organizational policies and procedures		0	0	0
	PC13. Ask questions to obtain more information on tasks when the instructions you have are unclear		10	10	0
	PC14. Carry out visual inspection to ensure the products are free from handling defects		3	0	3
	PC15. Ensure if the grinder is clean. If not, clean the grinder with grinder cleaner		7	5	2
	PC16. Ensure if the skiving disk blade is sharp If not; sharpen the disk blade using the grinder		2	0	2
	PC17. Adjust the width and thickness as per the specifications to perform skiving of the material		3	0	3
	PC18. Carryout skiving operation as per the specification		7	5	2
	PC19. Carry out visual inspection to ensure the accuracy of the skiving machine		5	0	5
	PC20. Report risks/ problems likely to affect services to the relevant person promptly and accurately	6	3	3	

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	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 minimize 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		0.5	0	0.5

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	person				
	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 identified		1	0	1
	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		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

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	PC10. Carry out maintenance and/or cleaning outside responsibility	50	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
	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	PC1. Comply with health and safety related instructions applicable to the		6	5	1

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
health, safety and security at workplace	workplace	25			
	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		1	0	1

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	authorized personnel				
	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		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

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

Sector: Leather

Block I QP Code with Version No. or Course Code: LSS/Q2401, V1.0

Block I QP Name or Course Name: Skiving Operator

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	Bench grinder	1	Nos	Yes	STGB3715, 373 W, 3450 Rpm
3	Skiving Machine	1	Nos	Yes	XCLP3-400, 40 T, 1600*700mm, 3kw
4	Leather Sample defect material	3	Nos	Yes	Leather Sample as per client spec
5	Inspection report document	1	Nos	Yes	Sample report
6	Rampi/ khurpi	4	Nos	Yes	2-inch width 6-inch blade length
7	Sharpening stone	4	Nos	Yes	B&Q oil stone
8	Glass work table	2	Nos	Yes	Standard
9	Steel rule	2	Nos	Yes	Stainless Steel 6" - 15 NOS & 12 "
10	Adhesive	5	Nos	Yes	PU adhesive
11	Folding Hammer	2	Nos	Yes	100 gms, 200 gms, 300 gms and 500 gms
12	Leather thickness measuring gauge	1	Nos	No (Can be made available at OJT site)	<ul style="list-style-type: none"> Measuring Range: 0 to 10 mm Least count of dial gauge: 0.01 Diameter of anvil: 50

					mm approximately <ul style="list-style-type: none"> • Diameter of indenter: 10 mm • Pressure on indenter: 100 gm/cm² • Throat depth: 50 mm
13	Dust Bins	3	Nos	Yes	30 lts capacity
14	Dust Pan with Handle & Broom	1	Nos	Yes	Long handle
15	Dry and wet mop	2	Nos	Yes	Long handle
16	Water Bucket	1	Nos	Yes	20 lts capacity
17	PPE set	2	Nos	Yes	Standard
18	First aid kit	1	Nos	Yes	Standard

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/Q2401, V1.0

Block II QP Name or Course Name: Skiving Operator

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	Bench grinder	1	Nos	Yes	STGB3715, 373 W, 3450 Rpm
3	Skiving Machine	1	Nos	Yes	XCLP3-400, 40 T, 1600*700mm, 3kw
4	Leather Sample defect material	3	Nos	Yes	Leather Sample as per client spec
5	Inspection report document	1	Nos	Yes	Sample report
6	Rampi/ khurpi	4	Nos	Yes	2-inch width 6-inch blade length
7	Sharpening stone	4	Nos	Yes	B&Q oil stone
8	Glass work table	2	Nos	Yes	Standard
9	Steel rule	2	Nos	Yes	Stainless Steel 6" - 15 NOS & 12 "
10	Adhesive	5	Nos	Yes	PU adhesive
11	Folding Hammer	2	Nos	Yes	100 gms, 200 gms, 300 gms and 500 gms
12	Leather thickness measuring gauge	1	Nos	No (Can be made available at OJT site)	<ul style="list-style-type: none"> Measuring Range: 0 to 10 mm Least count of dial gauge: 0.01 Diameter of anvil: 50

					<p>mm approximately</p> <ul style="list-style-type: none"> • Diameter of indenter: 10 mm • Pressure on indenter: 100 gm/cm² • Throat depth: 50 mm
13	Dust Bins	3	Nos	Yes	30 lts capacity
14	Dust Pan with Handle & Broom	1	Nos	Yes	Long handle
15	Dry and wet mob	2	Nos	Yes	Long handle
16	Water Bucket	1	Nos	Yes	20 lts capacity
17	PPE set	2	Nos	Yes	Standard
18	First aid kit	1	Nos	Yes	Standard

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 various segments like; Cutter (Footwear) (LSS/Q2301), Stitching Operator (Footwear) (LSS/Q2401) and Pre Assembly operator (Footwear) (LSS/Q2601) 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 one of the following:

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 up and deliver quality work.
2. **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.