

Model Curriculum

Cutter (Footwear)

SECTOR: LEATHER
SUB-SECTOR: FOOTWEAR
OCCUPATION: CUTTING
REF ID: LSS/Q2301, V1.0
NSQF LEVEL: 4

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

LEATHER SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: 'Cutter (Footwear)' QP No. 'LSS/Q2301 NSQF LEVEL 4'

Date of Issuance: April 9th, 2016
Valid up to*: April 10th, 2018

**Valid up to the next review date of the Qualification Pack*


Authorised Signatory
(Leather Sector Skill Council)

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Cutter (Footwear)

CURRICULUM / SYLLABUS

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

| | | | |
|---|--|----------------------------|------------|
| Program Name | Cutter (Footwear) | | |
| Qualification Pack Name & Reference ID | Cutter (Footwear) LSS/Q2301, V1.0 | | |
| Version No. | 1.0 | Version Update Date | 04-05-2017 |
| Pre-requisites to Training | Class V | | |
| Training Outcomes | <p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Gain knowledge on overview of leather industry and generic skills: General instructions to importance of leather industry, general hazards in leather industry, basic health safety and hygiene precautions, generic skills to be followed in leather industry. • Perform pre-operational activities: 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. • Learn and 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 & 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. | | |

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Cutter (Footwear)” Qualification Pack issued by “Leather Sector Skill Council”.

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|--|---|
| 1 | <p>Overview on leather Industry and Generic Skills</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code Core skills/ Generic skills and Professional skills collated from all the NOS of the QP</p> | <ul style="list-style-type: none"> • Explain the importance of leather industry 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 | <p>Chairs, Trainers desk and computer, Student table, Projector, White projector screen, White board, Flip chart display stand, Safety Hazard signs, Newspaper, Stationery, PPE set</p> |
| 2 | <p>Carry-out Cutting Operations</p> <p>Theory Duration (hh:mm) 11:00</p> <p>Practical Duration (hh:mm) 193:00</p> <p>Corresponding NOS Code LSS/N2301</p> | <ul style="list-style-type: none"> • 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 | <p>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</p> |
| 3 | <p>Maintain the Work Area, Tools and Machines</p> <p>Theory Duration (hh:mm)</p> | <ul style="list-style-type: none"> • 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 | <p>Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Water bucket,</p> |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|--|--|---|
| | 04:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code LSS/N8501 | <ul style="list-style-type: none"> Ensure that the cleaning equipment is in 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 | Cleaning materials, Mop, Dust bin, Broom |
| 4 | 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Identify and correct (if possible) malfunctions in machinery and equipment Minimize health and safety risks to self and others due to own actions Monitor the workplace and work processes for potential risks and threats Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned Undertake first aid, fire-fighting and emergency response training, if asked to do so Take action based on instructions in the event of fire, emergencies or accidents Follow organisation procedures for shutdown and evacuation when required | First aid kit, Fire extinguisher, PPE Set |
| 6 | Comply with Industry, Regulatory and Ethical Requirements Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 02:00 | <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 |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|--|--------------------|
| | Corresponding NOS Code LSS/N8701 | | |
| | Total Duration Theory Duration 40:00 Practical Duration 260:00 | Unique Equipment Required: 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 sample legal documents. | |

Grand Total Course Duration: **300Hours, 0 Minutes**

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

Trainer Prerequisites for Job role: “Cutter (Footwear)” mapped to Qualification Pack: “LSS/Q2301, V1.0”

| Sr. No. | Area | Details |
|---------|---|---|
| 1 | 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 judgement in positioning and cutting. Also 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 (Footwear)”, mapped to QP: “LSS/Q2301, Version 1.0”. The minimum accepted score should be as per the decision of the respective SSC guidelines. |
| 4b | Platform Certification | Certified for Job Role: “Trainer”, mapped to QP: “SSC/Q1402”. The minimum accepted score should be as per the decision of the respective SSC guidelines. |
| 5 | Experience | Minimum 6 years site experience with Cutter (Footwear) Level-4 qualified. |

Annexure1: Assessment Criteria

| | |
|-----------------------------|--------------------------|
| Assessment Criteria | |
| Job Role | Cutter (Footwear) |
| Qualification Pack | LSS/Q2301, V1.0 |
| Sector Skill Council | Leather |

| Sr. No. | Guidelines for Assessment |
|---------|--|
| 1 | Criteria for assessment for each qualification pack will be created by the sector skill council. Each performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC |
| 2 | The assessment for the theory part will be based on knowledge bank of questions created by the SSC |
| 3 | Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below) |
| 4 | Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria |
| 5 | To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate |
| 6 | In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack |

| Assessable Outcome | Assessment Criteria | Total Mark | Out Of | Marks Allocation | |
|---|--|------------|--------|------------------|------------------|
| | | | | Theory | Skills Practical |
| 1. LSS/N2301: Carry out cutting operations | PC1. Make sure the work area is free from hazards | 100 | 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 | | 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 parts for the style being worked on | | 2 | 0 | 2 |
| | 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 colour 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 minimise the risk of damage | | 2 | 0 | 2 |
| | PC21. Seek feedback from team mates on work related performance | | 1 | 0 | 1 |

| Assessable Outcome | Assessment Criteria | Total Mark | Out Of | Marks Allocation | |
|--------------------|--|------------|--------|------------------|------------------|
| | | | | Theory | Skills Practical |
| | 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 | | 1 |
| | PC35. Use tools and equipment for hand or machine cutting | | 1 | 0 | 1 |
| | PC36. Make sure that when cutting the material <ul style="list-style-type: none"> Avoid damaging self and others Avoid damage to the knife and other equipment | | 2 | 0 | 2 |
| | 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 | | 1 | 0 | 1 |

| Assessable Outcome | Assessment Criteria | Total Mark | Out Of | Marks Allocation | |
|---|---|------------|------------|------------------|------------------|
| | | | | Theory | Skills Practical |
| | requests for assistance from colleagues willingly and politely | | | | |
| | PC43. Follow and utilize opportunities for learning | | 1 | 0 | 1 |
| | PC44. Update and develop knowledge of the products | | 1 | 0 | 1 |
| | PC45. Minimise 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 |
| | 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 <ul style="list-style-type: none"> • Correctly sorted to assist the next stage of production • Carefully placed to minimise 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 product quality in cutting processes | PC1. Set up and test equipment to meet quality standard | 50 | 1 | 0 | 1 |
| | 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 |
| | PC5. Carry out quality checks at agreed intervals and in the approved way | | 6 | 5 | 1 |
| | PC6. Apply the allowed tolerances | | 6 | 5 | 1 |

| Assessable Outcome | Assessment Criteria | Total Mark | Out Of | Marks Allocation | |
|---|---|------------|-----------|------------------|------------------|
| | | | | Theory | Skills Practical |
| | 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 | | 1 | 0 | 1 |
| | PC11. Identify faults in finished products and trace their causes | | 1 | 0 | 1 |
| | PC12. Follow reporting procedures where the cause of faults cannot be identified | | 6 | 5 | 1 |
| | PC13. Maintain records and documentation | | 1 | 0 | 1 |
| | Total | | 50 | 35 | 15 |
| 3. LSS/N8501: Maintain the work area, tools and machines | PC1. Handle materials, machinery, equipment and tools safely and correctly | 50 | 2 | 0 | 2 |
| | PC2. Use correct lifting and handling procedures | | 2 | 0 | 2 |
| | PC3. Use materials to minimize waste | | 3 | 0 | 3 |
| | PC4. Prepare and organize work | | 2 | 0 | 2 |
| | PC5. Maintain a clean and hazard free working area | | 3 | 0 | 3 |
| | PC6. Deal with work interruptions | | 2 | 0 | 2 |
| | PC7. Move around the workplace with care | | 3 | 0 | 3 |
| | PC8. Maintain tools and equipment | | 3 | 0 | 3 |
| | PC9. Carry out running maintenance within agreed schedules | | 4 | 2 | 2 |
| | PC10. Carry out maintenance and/or cleaning outside responsibility | | 2 | 1 | 1 |
| | PC11. Report unsafe equipment and other dangerous occurrences | | 3 | 2 | 1 |
| | PC12. Ensure that the correct machine guards are in place | | 1 | 0 | 1 |
| | PC13. Work in a comfortable position with the correct posture | | 2 | 1 | 1 |
| | PC14. Use cleaning equipment and methods appropriate for the work to be carried out | | 3 | 2 | 1 |
| | PC15. Dispose of waste safely in the designated location | | 3 | 2 | 1 |
| | PC16. Store cleaning equipment safely after use | | 2 | 1 | 1 |

| Assessable Outcome | Assessment Criteria | Total Mark | Out Of | Marks Allocation | |
|--|---|------------|-----------|------------------|------------------|
| | | | | Theory | Skills Practical |
| | 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 health, safety and security at workplace | PC1. Comply with health and safety related instructions applicable to the workplace | 25 | 6 | 5 | 1 |
| | PC2. Use and maintain personal protective equipment as per protocol | | 0.5 | 0 | 0.5 |
| | PC3. Carry out own activities in line with approved guidelines and procedures | | 0.5 | 0 | 0.5 |
| | PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants | | 0.5 | 0 | 0.5 |
| | PC5. Follow environment management system related procedures | | 5.5 | 5 | 0.5 |
| | PC6. Identify and correct (if possible) malfunctions in machinery and equipment | | 1 | 0 | 1 |
| | PC7. Report any service malfunctions that cannot be rectified | | 1 | 0 | 1 |
| | PC8. Store materials and equipment in line with manufacturer's and organizational requirements | | 0.5 | 0 | 0.5 |
| | PC9. Safely handle and move waste and debris | | 0.5 | 0 | 0.5 |
| | PC10. Minimize health and safety risks to self and others due to own actions | | 1 | 0 | 1 |
| | PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks | | 1 | 0 | 1 |
| | PC12. Monitor the workplace and work processes for potential risks and threats | | 1 | 0 | 1 |

| Assessable Outcome | Assessment Criteria | Total Mark | Out Of | Marks Allocation | |
|---|--|------------|------------|------------------|------------------|
| | | | | Theory | Skills Practical |
| | PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned | | 1 | 0 | 1 |
| | PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel | | 1 | 0 | 1 |
| | PC15. Participate in mock drills/ evacuation procedures organized at the workplace | | 1 | 0 | 1 |
| | PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so | | 1 | 0 | 1 |
| | 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 |