

Model Curriculum

Skiving Operator

SECTOR: LEATHER
SUB-SECTOR: GOODS AND GARMENTS
OCCUPATION: SKIVING
REF ID: LSS/Q5401, V1.0
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

LEATHER SECTOR SKILL COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Skiving Operator' QP No. 'LSS/Q5401 NSQF Level 4'

Date of Issuance: June 6th, 2018

Valid up to*: June 12th, 2021

*Valid up to the next review date of the Qualification Pack or the
"Valid up to" date mentioned above (whichever is earlier)



Authorised Signatory
(Leather Sector Skill Council)

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Skiving Operator

CURRICULUM / SYLLABUS

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

Program Name	Skiving Operator		
Qualification Pack Name & Reference ID.	Skiving Operator LSS/Q5401		
Version No.	1.0	Version Update Date	07- 12- 2018
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"> • Summarize the importance on overview of leather industry and generic skills: General instructions on importance of leather industry, general hazards in leather industry, basic health safety and hygiene precautions, generic skills to be followed in leather industry. • Carry out goods and garments skiving operation using machine: Preparation for skiving operation, carry out skiving operation as per specification. • Contribute to achieving product quality in goods and garments skiving operation: Ensure that the skiving is done accurately according to the specifications. Identify, report and replace faulty materials and component parts which do not meet specification. • Maintain the work area, tools and machines: 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. • Maintain health, safety and security at workplace: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to skiving occupation. • Demonstrate compliance with industry, regulatory 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 “Skiving Operator” 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) 06:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code Bridge module</p>	<ul style="list-style-type: none"> • Explain the importance of leather industry • Describe leather manufacturing process • Explain general hazards or risk that can lead to accidents • Follow basic safety, health and hygiene measures • Demonstrate the procedure to wear PPE for safety • Communicate effectively with co-workers in writing as well as orally • Follow the instructions related to the worksite and machine operation 	<p>Chairs, Trainers desk and Computer, Student table, Projector, White projector screen, White board, Flip chart display stand, Safety Hazard signs, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Newspaper, Stationery</p>
2	<p>Carry out goods and garments skiving operation using machine</p> <p>Theory Duration (hh:mm) 18:00</p> <p>Practical Duration (hh:mm) 98:00</p> <p>Corresponding NOS Code LSS/N5401</p>	<ul style="list-style-type: none"> • Prepare a hazard free working area as per safety norms of the organization • Check the data on the work ticket or job card to carry out functions in line with the responsibilities of your job role • Sort the tools and materials required for the work • Setup the equipment and machineries for skiving as per the job requirement • Check whether the tools are safe and clean to use on the material • Clean the grinder with grinder cleaner as per the standard operating procedure • Sharpen the disk blade using the grinder as per the standard operating machine • Adjust the width and thickness of skiving as per the specifications to perform skiving of the material • Carry out skiving operation as per the job specification given • Operate the skiving machine as per the manufacturers instruction • Carry out folding post skiving operation based on the net pattern or base pattern • Inspect the skived components visually to check the accuracy • Check the skived components for the next operation are as per standards • Check whether the skived components are free from production and handling damages • Minimize wastage of materials while carrying 	<p>Stationery, Job card, Leather cut pieces, Grinder, Grinder cleaner, Skiving machine, Leather thickness measuring gauge, Scissors, Steel rule, Screwdrivers, Sample skived components, Bin, Soap/oil water, Brush, Hazard flash card, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> out skiving process Report problems/risks that are likely to affect services to the relevant person Produce the required batch of skived components to match the job card and the company's production targets Report defects in the tools and equipment if one does not have the authority to repair Dispose the waste safely in the designated location Return re-usable materials in good working condition to the store Carry out closedown procedures on completion of work Review your agreed upon work targets with your supervisor Sort the work place to assist the next stage of production 	
3	<p>Contribute to achieving product quality in goods and garments skiving operation</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code LSS/N5402</p>	<ul style="list-style-type: none"> Set up the skiving machine to test for correct functioning Operate the machine in accordance with machine and workplace standards Check whether the skiving is done accurately according to the specifications Check the optimum condition of the disk knife Check the performance of the machine for signs of faulty operations Check the materials and component parts if they meet the given specifications Report faulty materials and component parts which do not meet specification Identify the causes of faults to maintain product quality 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 Identify faults in finished products to trace their causes 	Stationery, Job card, Skived product, Sample leather defects material, Inspection report documents, Leather thickness measuring gauge, Steel rule, Grinder, Lubricating oil, Sample Skiving quality checklist, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles
4	<p>Maintain the Work Area, Tools and Machines</p> <p>Theory Duration (hh:mm) 04:00</p>	<ul style="list-style-type: none"> Handle materials, machinery, equipment and tools safely and correctly Follow correct lifting and handling procedures Maintain tools, equipment and machine in working condition Organize the work for subordinates Prepare a clean and hazard free working area 	Laptop, Marker, Projector, White projector screen, Stationery, White board, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code LSS/N8501</p>	<ul style="list-style-type: none"> Deal with work interruptions Carry out running maintenance within agreed schedules Report unsafe equipment and other dangerous occurrences to the plant supervisor Check that the correct machine guards are in place Dispose the waste safely in the designated location Store accurate records and documents 	<p>Cleaning cloth, Bucket, Cleaning materials, Mop, Dust bin, Broom</p>
5	<p>Maintain health, safety and security at Workplace</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code LSS/N8601</p>	<ul style="list-style-type: none"> Comply with health and safety related instructions applicable to the workplace Demonstrate the method of wearing the different Personal Protective equipment as per protocol Report any service malfunctions that cannot be rectified Store materials and equipment in line with manufacturer's and organizational requirements 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 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 organisation procedures for shutdown and evacuation when required 	<p>First aid kit, Fire extinguisher, Earplug, Head cover, Helmet, Apron, Gumboot, Respiratory mask, Goggles, Hand gloves, Phenyl, Floor cleaning machine, Safety shower unit, Safety eyewash unit</p>
6	<p>Comply with industry, regulatory and organizational requirements</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p>	<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 procedure 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 	<p>Sample legal documents according to factory act</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code LSS/N8701		
	Total Duration Theory Duration (hh:mm) 40:00 Practical Duration (hh:mm) 160:00	Unique Equipment Required: Chairs, Laptop, Marker, Trainers desk and Computer, Student table, Projector, White projector screen, White board, Flip chart display stand, Safety Gloves, Helmet, Safety shoe, Earplug, Apron, Goggles, Stationery, Job card, Leather cut pieces, Grinder, Grinder cleaner, Skiving machine, Leather thickness measuring gauge, Scissors, Steel rule, Screwdrivers, Sample skived components, Bin, Soap/oil water, Brush, Hazard flash card, Skived product, Sample leather defects material, Inspection report documents, Lubricating oil, Sample skiving quality checklist, Belt guard, Cleaning cloth, Bucket, Cleaning materials, Mop, Dust bin, Broom, First aid kit, Fire extinguisher, Sample legal documents	

Grand Total Course Duration: 200Hours, 0 Minutes

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

Trainer Prerequisites for Job role: “Skiving Operator” mapped to Qualification Pack: “LSS/Q5401, v1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>LSS/Q5401</u> , Version 1.0”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Diploma or B.Tech, in leather Goods and Garments technology.
4a	Domain Certification	Certified for Job Role: “ <u>Skiving Operator</u> ”, mapped to QP: “ <u>LSS/Q5401, v1.0</u> ”. The minimum accepted score is 80%.
4b	Platform Certification	Recommended that the trainer is certified for Job Role: “ <u>Trainer</u> ”, mapped to QP: “ <u>MEP/Q0102</u> ”. The minimum accepted score as per SSC guidelines is 80%.
5	Experience	Minimum 6 years experience with Skiving (Goods and Garments) Level-4 qualified.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Skiving Operator
Qualification Pack	LSS/Q5401, 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/N5401: (Carry out goods and garments skiving operation using machine)	PC1. Make sure the work area is free from hazards	51	2	1	1
	PC2. 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		1	0	1
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		1	0	1
	PC4. Select and sort the tools and materials for the work		3	0	3
	PC5. Setup the equipment and machineries for skiving as per the job requirement		1	0	1
	PC6. Make sure that tools are safe and clean to use on the material		3	0	3
	PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	1	1
	PC8. Ensure if the grinder is clean. If not, clean the grinder with grinder cleaner as per the standard operating procedure		2	1	1
	PC9. Ensure if the skiving disk blade is sharp. If not, sharpen the disk blade using the grinder. As per the standard operating machine		3	0	3
	PC10. Adjust the width and thickness of skiving as per the specifications to perform skiving of the material		2	1	1
	PC11. Work in conformance to legal requirements, organizational policies and procedures		2	1	1
	PC12. Carryout skiving operation as per the specification		1	0	1
	PC13. Operate the skiving machine as per the manufacturers instruction		2	1	1
	PC14. Carryout folding post skiving based on the net pattern or base pattern, if required		3	0	3
	PC15. Carry out visual inspection to ensure the accuracy of the skived components		2	1	1
	PC16. Ensure the skived components are prepared for the next operation as per the standards specified by the organization		3	0	3
	PC17. Ensure the skived component is free from production and handling		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	damages				
	PC18. Minimize wastage		3	0	3
	PC19. Report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC20. Produce the required batch of components to match the job card and the company's production targets		1	0	1
	PC21. Report defects in the tools and equipment you do not have the authority to repair		1	0	1
	PC22. Dispose of waste materials safely and return re-useable materials		3	0	3
	PC23. Carry out closedown procedures on completion of work		1	0	1
	PC24. Agree and review your agreed upon work targets with your supervisor		1	0	1
	PC25. Seek feedback from supervisor on work related performance		1	0	1
	PC26. Sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1
	PC27. Carry out visual inspection to ensure the products are free from handling defects		4	1	3
		Total	51	8	43
2.LSS/N5402 (Contribute to achieving product quality in goods and garment skiving operation)	PC1. Set up and test skiving machines to ensure correct operation	32	2	1	1
	PC2. Operate the machine in accordance with machine and workplace standards		3	0	3
	PC3. Ensure the skiving is done accurately according to the specifications		2	1	1
	PC4. Ensure the optimum condition of the disk knife		3	0	3
	PC5. Ensure skiving is uniform even along the curvy edges		4	1	3
	PC6. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures		2	1	1
	PC7. Ensure materials and component parts meet specifications		2	1	1
	PC8. Report and replace faulty materials and component parts which do not meet		2	1	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	specification				
	PC9. Report faults outside personal responsibility to the appropriate person		1	0	1
	PC10. Identify faults in materials and products		1	0	1
	PC11. Identify causes of faults to maintain product quality		1	0	1
	PC12. Follow reporting procedures where the cause of faults cannot be identified		1	0	1
	PC13. Maintain the required productivity and quality levels		3	0	3
	PC14. Carry out quality checks at agreed intervals and in the approved way		2	1	1
	PC15. Identify process problems that effect product quality and report them promptly to appropriate people		1	0	1
	PC16. Identify faults in finished products and trace their causes		2	1	1
		Total	32	8	24
3. LSS/N8501 (Maintain work area, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	2	1	1
	PC2. Use correct lifting and handling procedures		4	1	3
	PC3. Use materials to minimize waste		1	0	1
	PC4. Prepare and organize work		1	0	1
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Deal with work interruptions		1	0	1
	PC7. Move about the workplace with care		2	1	1
	PC8. Maintain tools and equipment		2	1	1
	PC9. Carry out running maintenance within agreed schedules		1	0	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		1	0	1
	PC11. Report unsafe equipment and other dangerous occurrences		1	0	1
	PC12. Ensure that the correct machine guards are in place		3	0	3
	PC13. Work in a comfortable position with the correct posture		3	0	3

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		2	1	1
	PC15. Dispose of waste safely in the designated location		3	0	3
	PC16. Store cleaning equipment safely after use		1	0	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		1	0	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		2	1	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		3	0	3
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		Total	40	8	32
4.LSS/N8601 (Maintain health, safety and security at work)	PC1. Comply with health and safety related instructions applicable to the workplace	30	1	0	1
	PC2. Use and maintain personal protective equipment as per protocol		3	0	3
	PC3. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	0	3
	PC5. Follow environment management system related procedures		1	0	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		2	1	1
	PC7. Report any service malfunctions that cannot be rectified		2	1	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		3	0	3
	PC9. Safely handle and move waste and debris		3	0	3
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				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		2	1	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		2	1	1
	Total		30	4	26
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	7	1	0	1
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		2	1	1
	PC3. Apply and follow these policies and procedures within the work practices		1	0	1
	PC4. Provide support to the supervisor and team members in enforcing these considerations		1	0	1
	PC5. Identify and report any possible deviation to these requirements		2	1	1
	Total		7	2	5