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GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
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Qualification Pack



Helper - Footwear Upper Making

QP Code: LSS/Q3301

Version: 4.0

NSQF Level: 2

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LSS/Q3301: Helper - Footwear Upper Making

Brief Job Description

The primary responsibility of a Helper - Upper Making is to provide assistance to the footwear machine operators involved in material cutting, insole building, stitching, skiving, etc. and carries out folding, adhesive adding and edge colouring. He/She is required to co-ordinate with team members and is required to assist the operators to carry out activities based on the production schedule.

Personal Attributes

An upper making helper should be willing to learn new roles and responsibilities within the factory. The individual should have an eye for detail and an interest in upper making. He/She should be able to pick up new methods and process and be willing to learn and work with people.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSS/N2306: Carry out supporting activities on cutting operations in footwear](#)
2. [LSS/N2205: Carry out supporting activities on pre-closing operations in footwear](#)
3. [LSS/N2206: Carry out supporting activities on closing operations in upper making](#)
4. [LSS/N3302: Support to achieving product quality in footwear upper making](#)
5. [LSS/N8601: Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Footwear Making, Stitching (Footwear), Pre-Assembly Operations
Country	India
NSQF Level	2

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Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8156.2602
Minimum Educational Qualification & Experience	No formal education prescribed with NA of experience OR Ability to read and write with NA of experience
Minimum Level of Education for Training in School	Ability to read and write
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	17/11/2025
NSQC Approval Date	17/11/2022
Version	4.0
Reference code on NQR	2022/LT/LSSC/06846
NQR Version	4.0

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LSS/N2306: Carry out supporting activities on cutting operations in footwear

Description

This unit describes the performance outcomes required to carry out supporting activities in cutting leather/non-leather footwear components

Scope

The scope covers the following :

- Assist in preparations and upper cutting operations

Elements and Performance Criteria

Assist in preparations and upper cutting operations

To be competent, the user/individual on the job must be able to:

- PC1.** support the operator in checking the materials used meet the specification matching within a product between a pair of products where applicable
- PC2.** choose the tools and materials required for the cutting process and get the components from the designing section
- PC3.** assist the cutter/ clicker performing the clicking operation
- PC4.** count the number of pieces that have been cut for each design and prompt the cutter accordingly.
- PC5.** inform the operator when the desired number of pieces required for the particular pattern is reached
- PC6.** collect the cut uppers from the cutting section and sorts as per job card
- PC7.** assist in splitting operations of cut components
- PC8.** report any damaged components to the cutting or splitting operator
- PC9.** ask questions to obtain more information on tasks when the instructions are unclear
- PC10.** anticipate and respond to requests for assistance from colleagues willingly and politely
- PC11.** update & develop knowledge of the products, check with others when unsure of new product details
- PC12.** dispose of waste materials safely and return re-useable materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the properties of leather, non-leather and fabrics
- KU2.** the specifications given by the raw material manufacturers
- KU3.** the various defects found in different kinds of leather and materials
- KU4.** different materials used in the cutting like leather, non-leather, fabric, etc.,

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- KU5.** storage and assembly areas for different processes in upper making
- KU6.** different tools used in hand & machine cutting process like cutting knife/NT cutter, rubber mate, scissor, patterns, sharpening stone, swing arm cutting machine, beam cutting machine, etc.,
- KU7.** the cutting process and the related equipment used
- KU8.** the different techniques of cutting uppers
- KU9.** the importance of accuracy and quality in the cutting process
- KU10.** the different components of footwear
- KU11.** the basic types of marking patterns and cutting patterns
- KU12.** the operational procedure to check the serviceability of relevant tools and equipment
- KU13.** the common quality imperfections associated with the materials
- KU14.** the Standards, policies followed in the workplace relevant to the employment condition
- KU15.** the reporting structure to be followed for communication and coordination
- KU16.** the protocols and format for reporting work-related risks and problems
- KU17.** relevance of health and safety requirements applicable at the workplace
- KU18.** common hazards in the work area and procedures for dealing with them

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read the manuals, health and safety instructions, memos, reports, job cards, etc.
- GS2.** communicate proficiently in the local language
- GS3.** listen the issues and comments given by the co-workers, supervisors, and managers
- GS4.** communicate effectively with co-workers, supervisors, managers, etc.,
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities
- GS11.** use problem-solving skills to solve the problems that occurred during relevant operation

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparations and upper cutting operations</i>	12	48	-	-
PC1. support the operator in checking the materials used meet the specification matching within a product between a pair of products where applicable	1	4	-	-
PC2. choose the tools and materials required for the cutting process and get the components from the designing section	1	4	-	-
PC3. assist the cutter/ clicker performing the clicking operation	2	8	-	-
PC4. count the number of pieces that have been cut for each design and prompt the cutter accordingly.	1	4	-	-
PC5. inform the operator when the desired number of pieces required for the particular pattern is reached	1	6	-	-
PC6. collect the cut uppers from the cutting section and sorts as per job card	1	4	-	-
PC7. assist in splitting operations of cut components	2	8	-	-
PC8. report any damaged components to the cutting or splitting operator	1	4	-	-
PC9. ask questions to obtain more information on tasks when the instructions are unclear	1	2	-	-
PC10. anticipate and respond to requests for assistance from colleagues willingly and politely	1	2	-	-
PC11. update & develop knowledge of the products, check with others when unsure of new product details	-	2	-	-
PC12. dispose of waste materials safely and return re-useable materials	-	-	-	-
NOS Total	12	48	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2306
NOS Name	Carry out supporting activities on cutting operations in footwear
Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Cutting (Footwear), Footwear Making
NSQF Level	2
Credits	2.1
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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LSS/N2205: Carry out supporting activities on pre-closing operations in footwear

Description

This unit describes the performance outcomes required to carry out supporting activities in pre-closing operations in footwear upper making

Scope

The scope covers the following :

- Assist in pre-closing activities in shoe upper making

Elements and Performance Criteria

Assist in pre-closing activities in shoe upper making

To be competent, the user/individual on the job must be able to:

- PC1.** support the operator in checking the materials used meet the specification matching within a product between a pair of products where applicable
- PC2.** check that the number of cut components is equal to that in the work ticket/ job card
- PC3.** sort and place the designed components and their grading to assist the next stage of production
- PC4.** wear proper PPE's for the pre-closing operations
- PC5.** assist in embossing and stamping operations
- PC6.** set the correct parameters required for the embossing/stamping operation like pressure, temperature, and dwell time
- PC7.** support in hand and machine skiving operations
- PC8.** assist in setting the skiving machine with required parameters like RPM, knife sharpness, the width of the skiving, etc.,
- PC9.** take the skived uppers and colour the edges of the components using a brush
- PC10.** assist in reinforcement fusing/ironing set the correct parameters required for this operation like temperature dwell time and pressure
- PC11.** apply the adhesive on the skived edges as per instruction
- PC12.** check the quality and appearance of the product as per the specifications
- PC13.** ask questions to obtain more information on tasks when the instructions are unclear
- PC14.** update & develop knowledge of the products, check with others when unsure of new product details
- PC15.** dispose of waste materials safely and return re-useable materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** the properties of leather, non-leather and fabrics
- KU2.** the organizations procedures and guidelines related to footwear manufacturing processes
- KU3.** work target and review mechanism with your supervisor for obtaining/ giving feedback related to performance
- KU4.** process for offering/ obtaining work-related assistance in case of queries on procedure or products
- KU5.** the different components of footwear
- KU6.** storage and assembly areas for different processes in upper making
- KU7.** the various machinery and equipment's used
- KU8.** the different techniques used in stamping and embossing
- KU9.** the different types of skiving machines and techniques used
- KU10.** the edge burning and coloring process and techniques
- KU11.** the operational procedure to check the serviceability of relevant tools and equipment
- KU12.** the common quality imperfections associated with the materials
- KU13.** the Standards, policies followed in the workplace relevant to the employment condition
- KU14.** the reporting structure to be followed for communication and coordination
- KU15.** the protocols and format for reporting work-related risks and problems
- KU16.** relevance of health and safety requirements applicable at the workplace
- KU17.** common hazards in the work area and procedures for dealing with them

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read the manuals, health and safety instructions, memos, reports, job cards, etc.,
- GS2.** communicate proficiently in the local language
- GS3.** listen the issues and comments given by the co-workers, supervisors, and managers
- GS4.** communicate effectively with co-workers, supervisors, managers, etc.,
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities
- GS11.** use problem-solving skills to solve the problems that occurred during relevant operation

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in pre-closing activities in shoe upper making</i>	12	48	-	-
PC1. support the operator in checking the materials used meet the specification matching within a product between a pair of products where applicable	1	2	-	-
PC2. check that the number of cut components is equal to that in the work ticket/ job card	1	2	-	-
PC3. sort and place the designed components and their grading to assist the next stage of production	-	2	-	-
PC4. wear proper PPE's for the pre-closing operations	1	3	-	-
PC5. assist in embossing and stamping operations	2	6	-	-
PC6. set the correct parameters required for the embossing/stamping operation like pressure, temperature, and dwell time	1	3	-	-
PC7. support in hand and machine skiving operations	2	6	-	-
PC8. assist in setting the skiving machine with required parameters like RPM, knife sharpness, the width of the skiving, etc.,	1	3	-	-
PC9. take the skived uppers and colour the edges of the components using a brush	-	3	-	-
PC10. assist in reinforcement fusing/ironing set the correct parameters required for this operation like temperature dwell time and pressure	1	6	-	-
PC11. apply the adhesive on the skived edges as per instruction	1	3	-	-
PC12. check the quality and appearance of the product as per the specifications	1	3	-	-
PC13. ask questions to obtain more information on tasks when the instructions are unclear	-	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. update & develop knowledge of the products, check with others when unsure of new product details	-	2	-	-
PC15. dispose of waste materials safely and return re-useable materials	-	2	-	-
NOS Total	12	48	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2205
NOS Name	Carry out supporting activities on pre-closing operations in footwear
Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Stitching (Footwear), Skiving (Footwear), Footwear Making
NSQF Level	2
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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LSS/N2206: Carry out supporting activities on closing operations in upper making

Description

This unit describes the performance outcomes required to carry out supporting activities in closing operations in leather/non-leather footwear making

Scope

The scope covers the following :

- Assist in upper closing operations

Elements and Performance Criteria

Assist in upper closing operations

To be competent, the user/individual on the job must be able to:

- PC1.** support the operator in checking the materials used meet the specification matching within a product between a pair of products where applicable
- PC2.** choose the tools and materials required for the closing process like a stitching machine, hammer, stone, rivets, eyelets, adhesives, zips, fasteners, etc.,
- PC3.** wear proper PPE's like face mask, hand gloves, safety shoes, eye protection glass, etc., while doing the closing operations
- PC4.** apply adhesive on the skived edges as per the specifications
- PC5.** assist in folding operations on the adhesive applied upper components
- PC6.** perform attaching operation using jigs/patterns on the upper components and pass it to next operation
- PC7.** assist the stitching operator in getting the materials and components from respective operators
- PC8.** carry out the pairing of the upper components as per the shade of the leather/style and pass it to next operator
- PC9.** check the quality and appearance of the product as per the specifications
- PC10.** sort and place work to assist the next stage of production
- PC11.** ask questions to obtain more information on tasks when the instructions are unclear
- PC12.** anticipate and respond to requests for assistance from colleagues willingly and politely
- PC13.** update & develop knowledge of the products, check with others when unsure of new product details
- PC14.** dispose of waste materials safely and return re-useable materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** the properties of leather, non-leather and adhesives used
- KU2.** the specifications given by the raw material manufacturers
- KU3.** the various defects found in different kinds of leather and materials
- KU4.** different tools & equipment's used in closing operations like stitching machines, rubber mate, scissors, patterns, eyeletting machines, etc.,
- KU5.** the different components of footwear
- KU6.** the properties of adhesives
- KU7.** the different folding process and techniques
- KU8.** the different types of stitching machines, needles and threads
- KU9.** common faults in tools and equipment and implications of working with faulty equipments
- KU10.** the Standards, policies followed in the workplace relevant to the employment condition
- KU11.** the reporting structure to be followed for communication and coordination
- KU12.** the protocols and format for reporting work-related risks and problems
- KU13.** relevance of health and safety requirements applicable at the workplace
- KU14.** common hazards in the work area and procedures for dealing with them

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read the manuals, health and safety instructions, memos, reports, job cards, etc.,
- GS2.** communicate proficiently in the local language
- GS3.** listen the issues and comments given by the co-workers, supervisors, and managers
- GS4.** communicate effectively with co-workers, supervisors, managers, etc.,
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities
- GS11.** use problem-solving skills to solve the problems that occurred during relevant operation

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in upper closing operations</i>	12	48	-	-
PC1. support the operator in checking the materials used meet the specification matching within a product between a pair of products where applicable	1	2	-	-
PC2. choose the tools and materials required for the closing process like a stitching machine, hammer, stone, rivets, eyelets, adhesives, zips, fasteners, etc.,	1	2	-	-
PC3. wear proper PPE's like face mask, hand gloves, safety shoes, eye protection glass, etc., while doing the closing operations	1	1	-	-
PC4. apply adhesive on the skived edges as per the specifications	1	4	-	-
PC5. assist in folding operations on the adhesive applied upper components	2	6	-	-
PC6. perform attaching operation using jigs/patterns on the upper components and pass it to next operation	1	8	-	-
PC7. assist the stitching operator in getting the materials and components from respective operators	2	6	-	-
PC8. carry out the pairing of the upper components as per the shade of the leather/style and pass it to next operator	1	5	-	-
PC9. check the quality and appearance of the product as per the specifications	1	6	-	-
PC10. sort and place work to assist the next stage of production	1	2	-	-
PC11. ask questions to obtain more information on tasks when the instructions are unclear	-	1	-	-
PC12. anticipate and respond to requests for assistance from colleagues willingly and politely	-	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. update & develop knowledge of the products, check with others when unsure of new product details	-	2	-	-
PC14. dispose of waste materials safely and return re-useable materials	-	1	-	-
NOS Total	12	48	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2206
NOS Name	Carry out supporting activities on closing operations in upper making
Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Stitching (Footwear), Footwear Making, Pre- Assembly Operations
NSQF Level	2
Credits	2.57
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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LSS/N3302: Support to achieving product quality in footwear upper making

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of production while undertaking supporting activities to ensure products meet specifications.

Scope

The scope covers the following :

- Contribute to achieving the product quality

Elements and Performance Criteria

Contribute to achieving the product quality

To be competent, the user/individual on the job must be able to:

- PC1.** ensure materials and component parts meet specifications
- PC2.** ensure the quality of the product meets specification during production
- PC3.** maintain the required productivity and quality levels
- PC4.** carry out quality checks at agreed intervals and in the approved way
- PC5.** count and verify the number of uppers are as per job card at the start and end of every stage in the processes
- PC6.** sort the components as per the job card after designing, clicking and skiving before passing it to the next stage of production
- PC7.** ensure that the quality and appearance of the uppers are not affected during materials movement
- PC8.** report and replace faulty materials and component parts which do not meet specification with the operators approval
- PC9.** maintain the continuity of production with minimum interruptions and downtime
- PC10.** identify faults and irregularities in equipment and machinery and report to your superior
- PC11.** ensure minimum of wastage and their proper disposal

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the companies quality standards
- KU2.** the importance of complying with written instructions
- KU3.** types of problems with quality and how to report them to appropriate people
- KU4.** consequences of not rectifying problems
- KU5.** safe working practices and organizational procedures

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- KU6.** limits of your own responsibility
- KU7.** the lines of communication, authority and reporting procedures
- KU8.** the organizations rules, codes and guidelines (including timekeeping)
- KU9.** manufacturers instructions
- KU10.** statutory responsibilities under health, safety and environmental legislation and regulations
- KU11.** methods to receive work instructions and specifications and interpret them accurately
- KU12.** the types of faults in materials and tools
- KU13.** process to identify materials which do not conform to requirements and how to report them to appropriate people
- KU14.** awareness of material/fabric / yarn types
- KU15.** the causes of lost production and material wastage
- KU16.** importance/properties of adhesives
- KU17.** process to maintain the flow of production
- KU18.** the importance of achieving quality and its relation to the end user /customer

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in English/ local language as applicable
- GS2.** fill up activity logs/work sheet in the prescribed format of the company as applicable
- GS3.** read English/ local language as applicable
- GS4.** read and understand manuals, health and safety instructions, memos, reports, job cards etc
- GS5.** listen actively
- GS6.** communicate effectively with supervisors, managers, etc
- GS7.** analyse different sequence of the process and provide for appropriate assistance
- GS8.** assess the material and apply appropriate lifting and handling procedures
- GS9.** confirm the instructions and seek clarifications to ensure accuracy of requirements
- GS10.** evaluate the requirements of the process and prepare for the work area
- GS11.** plan and organize cleaning of tools, equipment and machineries
- GS12.** adhere to each of the process guidelines in upper making
- GS13.** anticipate and provide assistance in upper making as and when required
- GS14.** report in incase of deviations from the process
- GS15.** anticipate and notify the concerned person if there is any shortage in materials required for upper making
- GS16.** observe mechanical processing vigilantly and report any deviations
- GS17.** evaluate the material before sorting and placing
- GS18.** identify equipment maintenance requirements and perform the maintenance procedures
- GS19.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Contribute to achieving the product quality</i>	35	15	-	-
PC1. ensure materials and component parts meet specifications	5	1	-	-
PC2. ensure the quality of the product meets specification during production	5	1	-	-
PC3. maintain the required productivity and quality levels	-	2	-	-
PC4. carry out quality checks at agreed intervals and in the approved way	5	1	-	-
PC5. count and verify the number of uppers are as per job card at the start and end of every stage in the processes	-	2	-	-
PC6. sort the components as per the job card after designing, clicking and skiving before passing it to the next stage of production	-	2	-	-
PC7. ensure that the quality and appearance of the uppers are not affected during materials movement	5	1	-	-
PC8. report and replace faulty materials and component parts which do not meet specification with the operators approval	5	1	-	-
PC9. maintain the continuity of production with minimum interruptions and downtime	5	1	-	-
PC10. identify faults and irregularities in equipment and machinery and report to your superior	5	1	-	-
PC11. ensure minimum of wastage and their proper disposal	-	2	-	-
NOS Total	35	15	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N3302
NOS Name	Support to achieving product quality in footwear upper making
Sector	Leather
Sub-Sector	Footwear
Occupation	Upper making operations
NSQF Level	2
Credits	1.33
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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LSS/N8601: Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements

Description

This unit is about maintaining good hygiene, health, and workplace safety standards, maintaining work areas and activities to ensure tools and machines are maintained as per norms, understanding and complying with the requirements of the organization and respecting everyone at the workplace, adopting sustainable practices and optimizing the use of resources, especially material, energy, and waste, in day-to-day operations at the workplace.

Scope

The scope covers the following :

- Compliance with health, safety, and security requirements
- Maintain hygiene and sanitation
- Maintain the work area
- Perform maintenance operations
- Compliance with industry, regulatory and organizational requirements
- Respect diversity
- Material conservation practices
- Energy/electricity conservation practices
- Effective waste management/recycling practices

Elements and Performance Criteria

Compliance with health, safety and security requirements at the workplace

To be competent, the user/individual on the job must be able to:

- PC1.** comply with health and safety-related instructions applicable to the workplace
- PC2.** use the personal protective equipment as per protocol
- PC3.** maintain a healthy lifestyle and guard against dependency on intoxicants
- PC4.** follow environment management system related procedures
- PC5.** monitor the workplace and work processes for potential risks and threats
- PC6.** carry out periodic walk-through to keep the work area free from hazards and obstructions, if assigned
- PC7.** report hazards and potential risks/ threats to supervisors or other authorized personnel
- PC8.** participate in mock drills/ evacuation procedures organized at the workplace
- PC9.** undertake first aid training, fire-fighting drill, and emergency response training, etc.,
- PC10.** take action based on instructions in the event of fire, emergencies or accidents
- PC11.** safely handle and move waste and debris
- PC12.** follow organization procedures for shutdown and evacuation when require

Maintain hygiene and sanitation at the workplace

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To be competent, the user/individual on the job must be able to:

PC13. maintain personal body hygiene and dental hygiene

PC14. follow social distancing at the workplace

PC15. ensure not to go to work if unwell, to avoid the risk of spreading an infection to other people

PC16. cover the mouth with an elbow/handkerchief or turn away from people while sneezing or coughing

PC17. ensure equipment, work area, restrooms, etc. are sanitized before and after sessions

PC18. ensure regular vaccinations to avoid any spreading of diseases

Maintain the work area

To be competent, the user/individual on the job must be able to:

PC19. handle materials, machinery, equipment and tools safely and correctly

PC20. use correct lifting and handling procedures

PC21. use materials to minimize waste

Perform maintenance operations

To be competent, the user/individual on the job must be able to:

PC22. Perform the cleaning of machine or tools at the end of each shift

PC23. carry out running maintenance within agreed schedules

PC24. report unsafe equipment and other dangerous occurrences

PC25. carry out works in a comfortable position with the correct posture

PC26. maintain proper lighting, and ventilation to make sure general comfort is there while working

Compliance with industry, regulatory and organizational requirements

To be competent, the user/individual on the job must be able to:

PC27. carry out work functions in accordance with legislation and regulations, organizational guidelines, and procedures

PC28. seek and obtain clarifications on policies and procedures from the authorized personnel

PC29. follow the policies and procedures within the work practices

PC30. identify and report any possible deviation to these requirements

Respect diversity

To be competent, the user/individual on the job must be able to:

PC31. transact with everyone without any personal bias like gender, disability, caste, religion, color, sexual orientation, and culture

PC32. identify the indicators of harassment and discrimination

PC33. report incidents of harassment and discrimination to appropriate authority

PC34. respect the personal and professional space of others

Material conservation practices

To be competent, the user/individual on the job must be able to:

PC35. identify ways to optimize the usage of material including water in various activities /processes

PC36. check for spills/leakages in various processes and plug the spills and leakages

PC37. use the optimized amount of chemicals that have petroleum products (adhesives, leather chemicals, chrome salt, cleaning agents, IPA, etc.)

Qualification Pack

PC38. use proper PPE when in contact with the above materials as per specifications

Energy/electricity conservation practices

To be competent, the user/individual on the job must be able to:

PC39. identify ways to optimize the usage of electricity/energy in various activities/processes

PC40. check if the equipment/machine is generally functioning before commencing work and rectify wherever required

PC41. ensure electrical equipment and appliances are properly connected and turned off when not in use

Effective waste management/recycling practices

To be competent, the user/individual on the job must be able to:

PC42. identify recyclable and non-recyclable, and hazardous waste generated

PC43. segregate waste into different categories

PC44. dispose of non-recyclable waste appropriately

PC45. deposit recyclable and reusable material at the identified location

PC46. follow processes specified for disposal of hazardous waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the health and safety-related practices applicable at the workplace

KU2. the potential hazards, risks, and threats based on the nature of operations

KU3. the common hazards in the work area and procedure for dealing with them

KU4. the organizational procedures for safe handling of equipment and machine operations

KU5. details of personal protective equipment and method to use it

KU6. the signage used for personnel protective equipment, fire and safety, and first aid

KU7. layout of the plant and details of emergency exits, escape routes, emergency equipment, and assembly points

KU8. details of personnel trained in first aid, fire-fighting, and emergency response

KU9. actions to take in the event of mock drills/ evacuation procedures or actual accident, emergency, or fire

KU10. the storage and disposal of hazardous substances and wastes

KU11. relevance of health and safety requirements applicable at the workplace

KU12. importance of sound health, hygiene, and good habits

KU13. the ill-effects of alcohol, tobacco, and other drugs

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read the manuals, health and safety instructions, memos, reports, job cards, etc.

GS2. communicate proficiently in the local language

GS3. listen the issues and comments given by the co-workers, supervisors, and managers

Qualification Pack

- GS4.** communicate effectively with co-workers, supervisors, managers, etc.,
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities
- GS11.** use problem-solving skills to solve the problems that occurred during relevant operation

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Compliance with health, safety and security requirements at the workplace</i>	6	24	-	-
PC1. comply with health and safety-related instructions applicable to the workplace	1	2	-	-
PC2. use the personal protective equipment as per protocol	1	2	-	-
PC3. maintain a healthy lifestyle and guard against dependency on intoxicants	-	2	-	-
PC4. follow environment management system related procedures	-	2	-	-
PC5. monitor the workplace and work processes for potential risks and threats	1	2	-	-
PC6. carry out periodic walk-through to keep the work area free from hazards and obstructions, if assigned	-	2	-	-
PC7. report hazards and potential risks/ threats to supervisors or other authorized personnel	-	3	-	-
PC8. participate in mock drills/ evacuation procedures organized at the workplace	-	3	-	-
PC9. undertake first aid training, fire-fighting drill, and emergency response training, etc.,	1	3	-	-
PC10. take action based on instructions in the event of fire, emergencies or accidents	1	-	-	-
PC11. safely handle and move waste and debris	-	2	-	-
PC12. follow organization procedures for shutdown and evacuation when require	1	1	-	-
<i>Maintain hygiene and sanitation at the workplace</i>	4	16	-	-
PC13. maintain personal body hygiene and dental hygiene	1	2	-	-
PC14. follow social distancing at the workplace	-	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. ensure not to go to work if unwell, to avoid the risk of spreading an infection to other people	1	3	-	-
PC16. cover the mouth with an elbow/handkerchief or turn away from people while sneezing or coughing	1	3	-	-
PC17. ensure equipment, work area, restrooms, etc. are sanitized before and after sessions	-	3	-	-
PC18. ensure regular vaccinations to avoid any spreading of diseases	1	2	-	-
<i>Maintain the work area</i>	4	12	-	-
PC19. handle materials, machinery, equipment and tools safely and correctly	1	4	-	-
PC20. use correct lifting and handling procedures	2	4	-	-
PC21. use materials to minimize waste	1	4	-	-
<i>Perform maintenance operations</i>	6	18	-	-
PC22. Perform the cleaning of machine or tools at the end of each shift	1	2	-	-
PC23. carry out running maintenance within agreed schedules	1	4	-	-
PC24. report unsafe equipment and other dangerous occurrences	2	4	-	-
PC25. carry out works in a comfortable position with the correct posture	1	4	-	-
PC26. maintain proper lighting, and ventilation to make sure general comfort is there while working	1	4	-	-
<i>Compliance with industry, regulatory and organizational requirements</i>	5	10	-	-
PC27. carry out work functions in accordance with legislation and regulations, organizational guidelines, and procedures	1	2	-	-
PC28. seek and obtain clarifications on policies and procedures from the authorized personnel	2	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC29. follow the policies and procedures within the work practices	1	2	-	-
PC30. identify and report any possible deviation to these requirements	1	2	-	-
<i>Respect diversity</i>	5	10	-	-
PC31. transact with everyone without any personal bias like gender, disability, caste, religion, color, sexual orientation, and culture	2	4	-	-
PC32. identify the indicators of harassment and discrimination	1	2	-	-
PC33. report incidents of harassment and discrimination to appropriate authority	1	2	-	-
PC34. respect the personal and professional space of others	1	2	-	-
<i>Material conservation practices</i>	2	8	-	-
PC35. identify ways to optimize the usage of material including water in various activities /processes	1	2	-	-
PC36. check for spills/leakages in various processes and plug the spills and leakages	-	2	-	-
PC37. use the optimized amount of chemicals that have petroleum products (adhesives, leather chemicals, chrome salt, cleaning agents, IPA, etc.)	1	2	-	-
PC38. use proper PPE when in contact with the above materials as per specifications	-	2	-	-
<i>Energy/electricity conservation practices</i>	2	8	-	-
PC39. identify ways to optimize the usage of electricity/energy in various activities/processes	1	2	-	-
PC40. check if the equipment/machine is generally functioning before commencing work and rectify wherever required	-	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC41. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
<i>Effective waste management/recycling practices</i>	6	4	-	-
PC42. identify recyclable and non-recyclable, and hazardous waste generated	2	1	-	-
PC43. segregate waste into different categories	1	1	-	-
PC44. dispose of non-recyclable waste appropriately	1	-	-	-
PC45. deposit recyclable and reusable material at the identified location	1	1	-	-
PC46. follow processes specified for disposal of hazardous waste	1	1	-	-
NOS Total	40	110	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSS/N8601
NOS Name	Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements
Sector	Leather
Sub-Sector	Finished Leather, Footwear, Goods & Garments, Goods and Garments, Non-Leather Footwear, Footwear/Goods & Garments, Bags and Luggage
Occupation	All Occupations
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	28/04/2022
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSS/N2306.Carry out supporting activities on cutting operations in footwear	12	48	-	-	60	20
LSS/N2205.Carry out supporting activities on pre-closing operations in footwear	12	48	-	-	60	25
LSS/N2206.Carry out supporting activities on closing operations in upper making	12	48	-	-	60	20
LSS/N3302.Support to achieving product quality in footwear upper making	35	15	-	-	50	15
LSS/N8601.Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements	40	110	-	-	150	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
Total	131	299	0	0	430	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PPE	Personal Protective Equipment

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.