



LEATHER
SECTOR
SKILL
COUNCIL



सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



कौशल गुणवत्ता प्रगति
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Qualification Pack



Skiving Operator - Footwear

QP Code: LSS/Q2401

Version: 4.0

NSQF Level: 3

Leather Sector Skill Council || GCV House, 1st Floor, No.81, Nungambakkam High Road,
Nungambakkam
Chennai - 600034 || email:vimal@leatherssc.org

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LSS/Q2401: Skiving Operator - Footwear

Brief Job Description

The skiving operator must be capable to operate skiving machines and also skilful to perform hand skiving on the given footwear components with accuracy according to the specifications with the required quality levels

Personal Attributes

The Skiving Operator must possess, concentration, good eye-hand coordination, monitoring ability, vision (including near vision, distance vision, colour vision, peripheral vision), depth perception, quick response time or reflex, physical fitness, target-oriented as well basic estimation and numerical skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSS/N2405: Carry out footwear skiving operation by hand](#)
2. [LSS/N2406: Carry out footwear skiving operations using machine](#)
3. [LSS/N2407: Check the product quality in footwear skiving operation](#)
4. [LSS/N8601: Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Skiving (Footwear)
Country	India
NSQF Level	3
Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8056.1001

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Minimum Educational Qualification & Experience	<p>9th grade pass with NA of experience OR</p> <p>8th grade pass with 1 year of (NTC/ NAC) after 8th with NA of experience OR</p> <p>8th grade pass and pursuing continuous schooling in regular school with vocational subject with NA of experience OR</p> <p>8th grade pass with 1 Year of experience in relevant field OR</p> <p>5th grade pass with 4 Years of experience in relevant field OR</p> <p>Ability to read and write with 5 Years of experience in relevant field OR</p> <p>Previous relevant Qualification of NSQF Level (Helper Footwear Upper Making - Level 2) with 1 Year of experience in relevant field</p>
Minimum Level of Education for Training in School	Ability to read and write
Pre-Requisite License or Training	Knowledge of shoe upper making would be an added advantage
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	17/11/2025
NSQF Approval Date	17/11/2022
Version	4.0
Reference code on NQR	2022/LT/LSSC/06844
NQR Version	4.0

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LSS/N2405: Carry out footwear skiving operation by hand

Description

This unit is about the performing footwear skiving operations by hand using different hand tools

Scope

The scope covers the following :

- Preparatory work for carrying out supporting operations in skiving
- Perform hand skiving operation

Elements and Performance Criteria

Preparatory work for carrying out supporting operations in skiving

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

- PC1.** select the correct hand tools used for skiving like rampi, khurpi, sharpening/abrasive stone, adhesive, beading/folding hammer, measuring scale, divider, markers
- PC2.** setup the tools for skiving as per the job requirement
- PC3.** sharp the rampi/khurpi (Skiving knife) using a sharpening stone
- PC4.** ensure there are no steps in the skiving knife, to perform smooth hand skiving on given leather/material
- PC5.** perform marking on the leather/non leather materials using scale or divider
- PC6.** wear proper PPE like hand gloves, safety goggles, etc.,

Perform hand skiving operation

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

- PC7.** examine the given material for any faults
- PC8.** adjust the width and thickness as per the specifications to perform skiving of the material
- PC9.** perform the hand skiving operation slowly starting from marked line to edges
- PC10.** check the thickness at the edges using thickness gauge as per specifications/job card instructions
- PC11.** carry out folding post skiving based on the net pattern or base pattern, if required
- PC12.** carry out visual inspection to ensure the accuracy of the skiving
- PC13.** produce the required batch of components to match the job card and the company's production targets
- PC14.** perform the cleaning of tools, table and workplace after the skiving process
- PC15.** optimize the positioning and layout of materials to ensure a smooth production
- PC16.** report the problems in the given format
- PC17.** complete the required production target

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** properties of leather and non-leather materials
- KU2.** knowledge of the skiving tools Rampi/Khurpi and procedure to sharpen it
- KU3.** procedures to use Rampi/Khurpi for skiving
- KU4.** procedures and concept of the operations followed in the skiving Process
- KU5.** specifications given by the raw material manufacturers
- KU6.** safely performing skiving without getting injured in the process
- KU7.** common faults in tools and equipment and implications of working with faulty equipment
- KU8.** reporting structure to be followed for communication and coordination
- KU9.** protocols and format for reporting work-related risks and problems
- KU10.** the different types of PPEs used in the machine stitching operation
- KU11.** waste disposal procedures and guidelines

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 to 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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparatory work for carrying out supporting operations in skiving</i>	5	30	-	-
PC1. select the correct hand tools used for skiving like rampi, khurpi, sharpening/abrasive stone, adhesive, beading/folding hammer, measuring scale, divider, markers	1	5	-	-
PC2. setup the tools for skiving as per the job requirement	-	4	-	-
PC3. sharp the rampi/khurpi (Skiving knife) using a sharpening stone	1	6	-	-
PC4. ensure there are no steps in the skiving knife, to perform smooth hand skiving on given leather/material	1	6	-	-
PC5. perform marking on the leather/non leather materials using scale or divider	1	5	-	-
PC6. wear proper PPE like hand gloves, safety goggles, etc.,	1	4	-	-
<i>Perform hand skiving operation</i>	5	40	-	-
PC7. examine the given material for any faults	-	2	-	-
PC8. adjust the width and thickness as per the specifications to perform skiving of the material	1	5	-	-
PC9. perform the hand skiving operation slowly starting from marked line to edges	1	6	-	-
PC10. check the thickness at the edges using thickness gauge as per specifications/job card instructions	1	5	-	-
PC11. carry out folding post skiving based on the net pattern or base pattern, if required	1	6	-	-
PC12. carry out visual inspection to ensure the accuracy of the skiving	1	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. produce the required batch of components to match the job card and the company's production targets	-	3	-	-
PC14. perform the cleaning of tools, table and workplace after the skiving process	-	2	-	-
PC15. optimize the positioning and layout of materials to ensure a smooth production	-	3	-	-
PC16. report the problems in the given format	-	2	-	-
PC17. complete the required production target	-	2	-	-
NOS Total	10	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2405
NOS Name	Carry out footwear skiving operation by hand
Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Skiving (Footwear), Skiving (Goods & Garments)
NSQF Level	3
Credits	1.77
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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LSS/N2406: Carry out footwear skiving operations using machine

Description

This unit is about performing footwear skiving operations by using appropriate machinery, tools, equipment and processes

Scope

The scope covers the following :

- Preparatory work for carrying out supporting operations in skiving
- Perform hand skiving operation

Elements and Performance Criteria

Preparatory work for carrying out supporting operations in skiving

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

- PC1.** ensure the work area is free from hazards
- PC2.** set up the machines
- PC3.** check the safety guides are properly placed
- PC4.** check the speed, pressure foot and skiving width placements on the machine
- PC5.** ensure the bell knife/disc blade is sharpened properly
- PC6.** perform marking on the leather/non leather materials using scale or divider
- PC7.** wear proper PPEs like hand gloves, safety goggles, etc.,

Perform machine skiving operation

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

- PC8.** examine the given material for any faults
- PC9.** adjust the width and thickness as per the specifications to perform skiving of the material
- PC10.** perform the machine skiving operation slowly starting from marked line to edges
- PC11.** check the thickness at the edges using thickness gauge as per specifications/job card instructions
- PC12.** carry out folding post skiving based on the net pattern or base pattern, if required
- PC13.** carry out visual inspection to ensure the accuracy of the skiving
- PC14.** produce the required batch of components to match the job card and the company's production targets
- PC15.** perform the cleaning of tools, table and workplace after the skiving process
- PC16.** optimize the positioning and layout of materials to ensure a smooth production
- PC17.** report the problems in the given format
- PC18.** complete the required production target

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** properties of leather and non-leather materials
- KU2.** process to set the parameters in the skiving machines (Thickness, Width)
- KU3.** the skiving bell knife/disk blade and procedure to sharpen it
- KU4.** procedures to operate the skiving machines
- KU5.** procedures and concept of the operations followed in the skiving Process
- KU6.** specifications given by the raw material manufacturers
- KU7.** the sharpening stone/grinder stone and its maintenance
- KU8.** safely performing skiving without getting injured in the process
- KU9.** common faults in tools and equipment and implications of working with faulty equipments
- KU10.** reporting structure to be followed for communication and coordination
- KU11.** protocols and format for reporting work-related risks and problems
- KU12.** the different types of PPEs used in the machine stitching operation
- KU13.** waste disposal procedures and guidelines

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 to 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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparatory work for carrying out supporting operations in skiving</i>	10	30	-	-
PC1. ensure the work area is free from hazards	1	3	-	-
PC2. set up the machines	1	3	-	-
PC3. check the safety guides are properly placed	2	6	-	-
PC4. check the speed, pressure foot and skiving width placements on the machine	2	6	-	-
PC5. ensure the bell knife/disc blade is sharpened properly	2	6	-	-
PC6. perform marking on the leather/non leather materials using scale or divider	1	3	-	-
PC7. wear proper PPEs like hand gloves, safety goggles, etc.,	1	3	-	-
<i>Perform machine skiving operation</i>	20	70	-	-
PC8. examine the given material for any faults	1	6	-	-
PC9. adjust the width and thickness as per the specifications to perform skiving of the material	2	8	-	-
PC10. perform the machine skiving operation slowly starting from marked line to edges	3	9	-	-
PC11. check the thickness at the edges using thickness gauge as per specifications/job card instructions	2	8	-	-
PC12. carry out folding post skiving based on the net pattern or base pattern, if required	3	9	-	-
PC13. carry out visual inspection to ensure the accuracy of the skiving	3	9	-	-
PC14. produce the required batch of components to match the job card and the company's production targets	1	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. perform the cleaning of tools, table and workplace after the skiving process	1	5	-	-
PC16. optimize the positioning and layout of materials to ensure a smooth production	2	6	-	-
PC17. report the problems in the given format	1	5	-	-
PC18. complete the required production target	1	-	-	-
NOS Total	30	100	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2406
NOS Name	Carry out footwear skiving operations using machine
Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Skiving (Footwear), Skiving (Goods & Garments)
NSQF Level	3
Credits	4.90
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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LSS/N2407: Check the product quality in footwear skiving operation

Description

This unit describes performance outcomes required to monitor and maintain the quality in the footwear skiving operation

Scope

The scope covers the following :

- Perform quality check on materials and equipment
- Achieve quality in skiving operation on footwear making

Elements and Performance Criteria

Perform quality check on materials and equipments

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

- PC1.** perform the quality check on incoming raw materials for colour, defects, textures, strength, etc., as per the sample/specifications
- PC2.** ensure materials and component parts meet specifications
- PC3.** check the machine parts, components and safety guards are correctly fixed
- PC4.** perform test run on the skiving machine

Achieve quality in skiving operation on footwear making

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

- PC5.** examine the given material for any faults
- PC6.** check the machine guards are placed properly
- PC7.** check the skiving thickness & width are proper
- PC8.** ensure correct pressure at pressure foot is there
- PC9.** carry out folding post skiving based on the net pattern or base pattern, if required
- PC10.** carry out visual inspection to ensure the accuracy of the skiving
- PC11.** identify the root cause for the faults/quality issues, whether from a machine, material, method, or related to workforce
- PC12.** maintain the continuity of production with minimum interruptions and downtime
- PC13.** report the machine and process problems identified to the concerned supervisors
- PC14.** maintain quality records and documentation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** properties of leather and non-leather materials
- KU2.** process to set the parameters in the skiving machines(Thickness and Width)
- KU3.** the skiving bell knife/disk blade and procedure to sharpen it

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- KU4.** procedures to operate the skiving machines
- KU5.** procedures and concept of the operations followed in the skiving Process
- KU6.** specifications given by the raw material manufacturers
- KU7.** the sharpening stone/grinder stone and its maintenance
- KU8.** safely performing skiving without getting injured in the process
- KU9.** common faults in tools and equipment and implications of working with faulty equipments
- KU10.** reporting structure to be followed for communication and coordination
- KU11.** protocols and format for reporting work-related risks and problems
- KU12.** the different types of PPEs used in the machine stitching operation
- KU13.** waste disposal procedures and guidelines

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 to 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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform quality check on materials and equipments</i>	8	16	-	-
PC1. perform the quality check on incoming raw materials for colour, defects, textures, strength, etc., as per the sample/specifications	3	5	-	-
PC2. ensure materials and component parts meet specifications	1	3	-	-
PC3. check the machine parts, components and safety guards are correctly fixed	1	3	-	-
PC4. perform test run on the skiving machine	3	5	-	-
<i>Achieve quality in skiving operation on footwear making</i>	16	40	-	-
PC5. examine the given material for any faults	2	4	-	-
PC6. check the machine guards are placed properly	1	6	-	-
PC7. check the skiving thickness & width are proper	2	4	-	-
PC8. ensure correct pressure at pressure foot is there	2	4	-	-
PC9. carry out folding post skiving based on the net pattern or base pattern, if required	2	4	-	-
PC10. carry out visual inspection to ensure the accuracy of the skiving	2	6	-	-
PC11. identify the root cause for the faults/quality issues, whether from a machine, material, method, or related to workforce	2	6	-	-
PC12. maintain the continuity of production with minimum interruptions and downtime	1	2	-	-
PC13. report the machine and process problems identified to the concerned supervisors	1	2	-	-
PC14. maintain quality records and documentation	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	24	56	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2407
NOS Name	Check the product quality in footwear skiving operation
Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Skiving (Footwear), Skiving (Goods & Garments)
NSQF Level	3
Credits	2.33
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.)

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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

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- 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>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	-	-

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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	-	-

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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	-	-

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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	-	-

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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

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- 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/N2405.Carry out footwear skiving operation by hand	10	70	-	-	80	25
LSS/N2406.Carry out footwear skiving operations using machine	30	100	-	-	130	30
LSS/N2407.Check the product quality in footwear skiving operation	24	56	-	-	80	25
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	124	366	0	0	490	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.

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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.