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सत्यमेव जयते  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
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कौशल गुणवत्ता प्रगति  
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## Qualification Pack



# Lasting Operator - Footwear

QP Code: LSS/Q2701

Version: 4.0

NSQF Level: 3

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## Qualification Pack

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## Qualification Pack

### LSS/Q2701: Lasting Operator - Footwear

#### Brief Job Description

The Lasting operator would be a multi-skilled operator capable of operating the various machines used in lasting process and also skillful to perform various specialized tasks. Some of the most skillful activities in lasting process will involve fore-part Lasting, Seat Lasting, and Roughing etc.

#### Personal Attributes

Lasting Operator must possess, concentration, good eyehand co-ordination, monitoring ability, vision (including near vision, distance vision, color 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/N2703: Carry out lasting operations by hand](#)
2. [LSS/N2701: Carry out lasting operations using machine](#)
3. [LSS/N2702: Contribute to achieving product quality in lasting 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

<b>Sector</b>	Leather
<b>Sub-Sector</b>	Footwear, Non-Leather Footwear
<b>Occupation</b>	Lasting
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	11
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8156.1401

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<b>Minimum Educational Qualification &amp; Experience</b>	<p>9th grade pass with NA of experience OR 8th grade pass with 1 year of (NTC/ NAC) after 8th with NA of experience OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject with NA of experience OR 8th grade pass with 1 Year of experience in relevant field OR 5th grade pass with 4 Years of experience in relevant field OR Ability to read and write with 5 Years of experience in relevant field OR Previous relevant Qualification of NSQF Level (level 2) with 1 Year of experience in relevant field</p>
<b>Minimum Level of Education for Training in School</b>	Ability to read and write
<b>Pre-Requisite License or Training</b>	Knowledge of full shoe would be an added advantage
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Approval Date</b>	17/11/2022
<b>Version</b>	4.0
<b>Reference code on NQR</b>	2022/LT/LSSC/06849
<b>NQR Version</b>	4.0

## Qualification Pack

### LSS/N2703: Carry out lasting operations by hand

#### Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear lasting operations by using appropriate tools and processes.

#### Scope

The scope covers the following :

- Preparation for Lasting Operation
- Toe Cap and Counter Fixing
- Fore-Part, Side and Seat Lasting Operation

#### Elements and Performance Criteria

##### *Preparation for Lasting Operation*

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

- PC1.** make sure the work area is free from hazards
- PC2.** obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role
- PC3.** ask questions to obtain more information on tasks when the instructions have are unclear
- PC4.** select and sort the tools and materials for the work
- PC5.** make sure that tools are safe and clean to use on the material
- PC6.** agree and review agreed upon work targets with supervisor
- PC7.** seek feedback from supervisor on work related performance
- PC8.** minimize wastage
- PC9.** report risks/ problems likely to affect services to the relevant person promptly and accurately
- PC10.** produce the required batch of components to match the job card and the companys production targets
- PC11.** report defects in the tools that one do not have the authority to repair
- PC12.** dispose of waste materials safely and return re-useable materials
- PC13.** carry out closedown procedures on completion of work
- PC14.** sort and place work to assist the next stage of production and minimize the risk of damage
- PC15.** carry out visual inspection to ensure the products are free from handling defects

##### *Toe Cap and Counter adhesive application*

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

- PC16.** ensure the adhesive is prepared appropriately as per the standard procedure

##### *Toe Cap and CounterFixing*

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

- PC17.** soak the toe cap and counter in the adhesive as per the manufacturers instruction

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**PC18.** ensure the toe cap and counter is dry by allowing them to dry as per the specified drying time

**PC19.** insert the toe cap and counter inside the upper as per the operating procedure

### *Fore-Part, Side and Seat Lasting Operation*

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

**PC20.** fix the upper on the last as per the standard operating procedure

**PC21.** ensure the back height of the upper is adjusted as per the mark on the last

**PC22.** apply the glue evenly on the inner edges of the upper and outer edges of the insole as per the operating procedures

**PC23.** attach the upper onto the insole and draft the nail as per the standard procedure

**PC24.** trim the excess edges of the upper to avoid wrinkles as per the standard procedures

**PC25.** dry the upper for the specified amount of time

**PC26.** remove the nails from the upper following safety and operating standards

**PC27.** hammer the fore part, side and seat of the upper on to the insole as per the standard procedures

**PC28.** remove the wrinkles by hammering using mallet following the standard safety and operating procedures

**PC29.** clean the lasted uppers as per the standard cleaning procedures

**PC30.** ensure the quality of the lasted upper is as per the specified quality standards

**PC31.** ensure the lasted uppers are prepared for the next operation as per the standards specified by the organization

**PC32.** ensure the lasted upper is free from production and handling damages

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** details of the various job roles and responsibilities

**KU2.** responsibilities and line of reporting within the work area

**KU3.** protocol to obtain more information on work related tasks

**KU4.** organizational policies and procedures

**KU5.** work target and review mechanism with supervisor

**KU6.** protocol and format for reporting work related risks/ problems

**KU7.** contact person in case of queries on procedure or products

**KU8.** common hazards in the work area and procedures for dealing with them

**KU9.** procedures for handling the tools and equipment

**KU10.** procedures with regard to material re-usage and disposal

**KU11.** quality standards and the reporting procedures

**KU12.** documentation required as part of the process

**KU13.** procedures to use the tools for lasting hammer, pincher, etc

**KU14.** procedures and concept of the operations followed in the lasting process

**KU15.** procedure of appropriately placing the toe caps inside the upper



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- KU16.** the ways by which material can be contaminated or damaged during processing and the effects on quality
- KU17.** the different kinds of lasts and the appropriate ones to be used
- KU18.** the various adhesives and proper application of adhesive
- KU19.** how to pull and attach the sides of the shoes
- KU20.** feather edge of the shoes
- KU21.** bottom shape of the shoes
- KU22.** grain layer of the leather
- KU23.** handling defects

## Generic Skills (GS)

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

- GS1.** write in basic English/local language as applicable
- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read and comprehend basic 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 the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** plan work according to the required schedule
- GS10.** work with supervisors/ team mates to carry out work related tasks
- GS11.** organise the required materials sequentially before the lasting process
- GS12.** ensure customer satisfaction by timely and quality completion of work
- GS13.** evaluate and assess lasting by hand is as per customer standards
- GS14.** review the defects and take appropriate actions
- GS15.** analyze the requirement and use appropriate amount of adhesives
- GS16.** apply balanced judgement to different situations
- GS17.** assess and control the quality standards of the product as per customer standards

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparation for Lasting Operation</i>	3	15	-	-
<b>PC1.</b> make sure the work area is free from hazards	-	1	-	-
<b>PC2.</b> obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role	-	1	-	-
<b>PC3.</b> ask questions to obtain more information on tasks when the instructions have are unclear	-	1	-	-
<b>PC4.</b> select and sort the tools and materials for the work	1	1	-	-
<b>PC5.</b> make sure that tools are safe and clean to use on the material	-	1	-	-
<b>PC6.</b> agree and review agreed upon work targets with supervisor	-	1	-	-
<b>PC7.</b> seek feedback from supervisor on work related performance	-	1	-	-
<b>PC8.</b> minimize wastage	-	1	-	-
<b>PC9.</b> report risks/ problems likely to affect services to the relevant person promptly and accurately	1	1	-	-
<b>PC10.</b> produce the required batch of components to match the job card and the companys production targets	-	1	-	-
<b>PC11.</b> report defects in the tools that one do not have the authority to repair	1	1	-	-
<b>PC12.</b> dispose of waste materials safely and return re-useable materials	-	1	-	-
<b>PC13.</b> carry out closedown procedures on completion of work	-	1	-	-
<b>PC14.</b> sort and place work to assist the next stage of production and minimize the risk of damage	-	1	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> carry out visual inspection to ensure the products are free from handling defects	-	1	-	-
<i>Toe Cap and Counter adhesive application</i>	<b>1</b>	<b>1</b>	-	-
<b>PC16.</b> ensure the adhesive is prepared appropriately as per the standard procedure	1	1	-	-
<i>Toe Cap and Counter Fixing</i>	<b>1</b>	<b>3</b>	-	-
<b>PC17.</b> soak the toe cap and counter in the adhesive as per the manufacturers instruction	-	1	-	-
<b>PC18.</b> ensure the toe cap and counter is dry by allowing them to dry as per the specified drying time	1	1	-	-
<b>PC19.</b> insert the toe cap and counter inside the upper as per the operating procedure	-	1	-	-
<i>Fore-Part, Side and Seat Lasting Operation</i>	<b>3</b>	<b>13</b>	-	-
<b>PC20.</b> fix the upper on the last as per the standard operating procedure	-	1	-	-
<b>PC21.</b> ensure the back height of the upper is adjusted as per the mark on the last	-	1	-	-
<b>PC22.</b> apply the glue evenly on the inner edges of the upper and outer edges of the insole as per the operating procedures	1	1	-	-
<b>PC23.</b> attach the upper onto the insole and draft the nail as per the standard procedure	-	1	-	-
<b>PC24.</b> trim the excess edges of the upper to avoid wrinkles as per the standard procedures	-	1	-	-
<b>PC25.</b> dry the upper for the specified amount of time	-	1	-	-
<b>PC26.</b> remove the nails from the upper following safety and operating standards	1	1	-	-
<b>PC27.</b> hammer the fore part, side and seat of the upper on to the insole as per the standard procedures	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC28.</b> remove the wrinkles by hammering using mallet following the standard safety and operating procedures	-	1	-	-
<b>PC29.</b> clean the lasted uppers as per the standard cleaning procedures	1	1	-	-
<b>PC30.</b> ensure the quality of the lasted upper is as per the specified quality standards	-	1	-	-
<b>PC31.</b> ensure the lasted uppers are prepared for the next operation as per the standards specified by the organization	-	1	-	-
<b>PC32.</b> ensure the lasted upper is free from production and handling damages	-	1	-	-
<b>NOS Total</b>	<b>8</b>	<b>32</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N2703
<b>NOS Name</b>	Carry out lasting operations by hand
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Finished Leather
<b>Occupation</b>	Lasting
<b>NSQF Level</b>	3
<b>Credits</b>	2.33
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### LSS/N2701: Carry out lasting operations using machine

#### Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear lasting operations by either using appropriate machines, tools, equipment and processes.

#### Scope

The scope covers the following :

- Counter Tightening Operation
- Toe Moulding Operation
- Forepart Lasting Operation
- Seat Lasting Operation
- Roughing Operation
- Sole Pressing Operation
- De-lasting Operation

#### Elements and Performance Criteria

##### *Preparatory Work*

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

- PC1.** make sure the work area is free from hazards
- PC2.** obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role
- PC3.** ask questions to obtain more information on tasks when the instructions have are unclear
- PC4.** select and sort the tools and materials for the work
- PC5.** setup the equipment and machineries for lasting as per the job requirement
- PC6.** make sure that tools are safe and clean to use on the material
- PC7.** agree and review agreed upon work targets with supervisor
- PC8.** seek feedback from supervisor on work related performance
- PC9.** update and develop knowledge of the products
- PC10.** minimize wastage
- PC11.** produce the required batch of components to match the job card and the companys production targets
- PC12.** dispose of waste materials safely and return re-useable materials
- PC13.** work in conformance to legal requirements, organizational policies and procedures
- PC14.** carry out visual inspection to ensure the products are free from handling defects

##### *Counter Tightening Operation*

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

- PC15.** hammer the back portion of the upper and place the counter inside the back portion of the upper
- PC16.** clamp the upper onto the machine tightly

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**PC17.** carry out counter tightening operation by pressing the star button on the machine

**PC18.** ensure no creases are formed on the inside of the upper while performing counter tightening

**PC19.** remove the upper from the counter tightening machine

### *Toe Moulding Operation*

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

**PC20.** place the toe cap inside of the upper in between vamp and vamp lining

**PC21.** fix the vamp of the upper into the toe moulding machine

**PC22.** carryout the toe moulding operation by pressing the start button on the toe moulding machine

**PC23.** remove the upper from the toe moulding machine

### *Forepart Lasting Operation*

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

**PC24.** select appropriate last according to the size of the upper

**PC25.** fix the upper on to the last

**PC26.** adjust the back height of the upper based on the mark on the last by pulling with pinche

**PC27.** fix the last in the machine for toe lasting operation

**PC28.** carryout toe lasting operation by pressing the start buttons of the machine with both hand and at the same time pressing the bottom start button of the machine with knee

**PC29.** remove the lasted upper from the machine

### *Seat Lasting Operation*

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

**PC30.** fix the toe lasted upper in the machine for seat lasting operation

**PC31.** carryout seat lasting operation by using the machine

**PC32.** remove the finished part from the machine

**PC33.** apply the adhesive on the insole and the inside of the upper

**PC34.** pull the sides of the upper and adjust it appropriately with pincher

**PC35.** hammer the sides of the upper to perform side lasting

### *Roughing Operation*

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

**PC36.** ensure the condition of the grinding wheel or emery paper as per specification

**PC37.** operate the machine to roughen the finished part of the bottom portion of the lasted upper

**PC38.** ensure only a thin layer of the finished portion is roughed

**PC39.** ensure the edges of the lasted upper are roughed carefully

### *Sole Pressing Operation*

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

**PC40.** place the sole on the lasted upper to attach it temporarily

### *Sole Pressing Operation*

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

**PC41.** ensure the sole and the lasted upper is attached appropriately along the edges

**PC42.** place the temporary attached lasted upper and the sole into the pressing machine

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**PC43.** operate the machine to attach the sole and the upper by pressing the start button on the machine

**PC44.** remove the sole attached lasted upper

### *Delasting Operation*

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

**PC45.** fix the shoe onto the delasting machine

**PC46.** carry out delasting operation by operating the delasting machine and applying pressure on the toe portion of the shoe with hand simultaneously

**PC47.** remove the shoe from the last

### *Reporting & Documentation*

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

**PC48.** report risks/ problems likely to affect services to the relevant person promptly and accurately

**PC49.** report defects in the tools and equipment that one do not have the authority to repair

### *Sorting & Placing*

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

**PC50.** carry out closedown procedures on completion of work

**PC51.** sort and place work to assist the next stage of production and minimize the risk of damage

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** details of the various job roles and responsibilities

**KU2.** responsibilities and line of reporting within the work area

**KU3.** protocol to obtain more information on work related tasks

**KU4.** organizational policies and procedures

**KU5.** work target and review mechanism with supervisor

**KU6.** protocol and format for reporting work related risks/ problems

**KU7.** contact person in case of queries on procedure or products

**KU8.** common hazards in the work area and procedures for dealing with them

**KU9.** procedures for handling the tools and equipment

**KU10.** procedures with regard to material re-usage and disposal

**KU11.** quality standards and the reporting procedures

**KU12.** documentation required as part of the process

**KU13.** procedures of operation of the machines used in lasting process

**KU14.** procedures and concept of the operations followed in the lasting process

**KU15.** knowledge of the parameter setting in the lasting machines(Temp, Timing Pressure)

**KU16.** procedure of appropriately placing the toe caps inside the upper

**KU17.** the ways by which material can be contaminated or damaged during processing and the effects on quality

**KU18.** appropriate Knowledge of Lasts & Shape of the shoes

**KU19.** knowledge of adhesive and application of adhesive

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- KU20.** knowledge of pulling and attaching the sides of the shoes
- KU21.** knowledge of using basic tools and equipments such as hammer, pincher, etc
- KU22.** knowledge of the feather edge of the shoes
- KU23.** appropriate knowledge of bottom shape of the shoes
- KU24.** knowledge of grain layer of the leather
- KU25.** appropriate knowledge of the shoes
- KU26.** knowledge of the functioning of hinged type last

## Generic Skills (GS)

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

- GS1.** write in English/ local language as applicable
- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read and comprehend basic 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 operators supervisors, managers, etc
- GS7.** analyse the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** plan and set the targets along with the supervisors and the co workers
- GS10.** organize tools and equipments to be used
- GS11.** plan work according to the required schedule and location
- GS12.** ensure lasting operation is as per customer standards
- GS13.** evaluate and ensure delivery of products as per customers specifications
- GS14.** identify possible defects with the products
- GS15.** review the defects and take appropriate actions to rectify
- GS16.** report to the authority if problems cannot be rectified
- GS17.** diagnose common problems in the machine based on visual inspection
- GS18.** assess and control the quality standards of the product as per customer standards



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparatory Work</i>	-	16	-	-
<b>PC1.</b> make sure the work area is free from hazards	-	1	-	-
<b>PC2.</b> obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role	-	2	-	-
<b>PC3.</b> ask questions to obtain more information on tasks when the instructions have are unclear	-	1	-	-
<b>PC4.</b> select and sort the tools and materials for the work	-	1	-	-
<b>PC5.</b> setup the equipment and machineries for lasting as per the job requirement	-	1	-	-
<b>PC6.</b> make sure that tools are safe and clean to use on the material	-	1	-	-
<b>PC7.</b> agree and review agreed upon work targets with supervisor	-	1	-	-
<b>PC8.</b> seek feedback from supervisor on work related performance	-	1	-	-
<b>PC9.</b> update and develop knowledge of the products	-	1	-	-
<b>PC10.</b> minimize wastage	-	1	-	-
<b>PC11.</b> produce the required batch of components to match the job card and the companys production targets	-	2	-	-
<b>PC12.</b> dispose of waste materials safely and return re-useable materials	-	1	-	-
<b>PC13.</b> work in conformance to legal requirements, organizational policies and procedures	-	1	-	-
<b>PC14.</b> carry out visual inspection to ensure the products are free from handling defects	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Counter Tightening Operation</i>	5	8	-	-
<b>PC15.</b> hammer the back portion of the upper and place the counter inside the back portion of the upper	-	2	-	-
<b>PC16.</b> clamp the upper onto the machine tightly	-	1	-	-
<b>PC17.</b> carry out counter tightening operation by pressing the star button on the machine	-	1	-	-
<b>PC18.</b> ensure no creases are formed on the inside of the upper while performing counter tightening	-	2	-	-
<b>PC19.</b> remove the upper from the counter tightening machine	5	2	-	-
<i>Toe Moulding Operation</i>	-	6	-	-
<b>PC20.</b> place the toe cap inside of the upper in between vamp and vamp lining	-	2	-	-
<b>PC21.</b> fix the vamp of the upper into the toe moulding machine	-	1	-	-
<b>PC22.</b> carryout the toe moulding operation by pressing the start button on the toe moulding machine	-	2	-	-
<b>PC23.</b> remove the upper from the toe moulding machine	-	1	-	-
<i>Forepart Lasting Operation</i>	10	9	-	-
<b>PC24.</b> select appropriate last according to the size of the upper	-	2	-	-
<b>PC25.</b> fix the upper on to the last	-	2	-	-
<b>PC26.</b> adjust the back height of the upper based on the mark on the last by pulling with pinche	-	1	-	-
<b>PC27.</b> fix the last in the machine for toe lasting operation	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC28.</b> carryout toe lasting operation by pressing the start buttons of the machine with both hand and at the same time pressing the bottom start button of the machine with knee	10	2	-	-
<b>PC29.</b> remove the lasted upper from the machine	-	1	-	-
<i>Seat Lasting Operation</i>	-	<b>9</b>	-	-
<b>PC30.</b> fix the toe lasted upper in the machine for seat lasting operation	-	1	-	-
<b>PC31.</b> carryout seat lasting operation by using the machine	-	2	-	-
<b>PC32.</b> remove the finished part from the machine	-	2	-	-
<b>PC33.</b> apply the adhesive on the insole and the inside of the upper	-	1	-	-
<b>PC34.</b> pull the sides of the upper and adjust it appropriately with pincher	-	2	-	-
<b>PC35.</b> hammer the sides of the upper to perform side lasting	-	1	-	-
<i>Roughing Operation</i>	-	<b>5</b>	-	-
<b>PC36.</b> ensure the condition of the grinding wheel or emery paper as per specification	-	1	-	-
<b>PC37.</b> operate the machine to roughen the finished part of the bottom portion of the lasted upper	-	1	-	-
<b>PC38.</b> ensure only a thin layer of the finished portion is roughed	-	1	-	-
<b>PC39.</b> ensure the edges of the lasted upper are roughed carefully	-	2	-	-
<i>Sole Pressing Operation</i>	<b>5</b>	<b>2</b>	-	-
<b>PC40.</b> place the sole on the lasted upper to attach it temporarily	5	2	-	-
<i>Sole Pressing Operation</i>	<b>5</b>	<b>7</b>	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC41.</b> ensure the sole and the lasted upper is attached appropriately along the edges	-	2	-	-
<b>PC42.</b> place the temporary attached lasted upper and the sole into the pressing machine	-	1	-	-
<b>PC43.</b> operate the machine to attach the sole and the upper by pressing the start button on the machine	-	2	-	-
<b>PC44.</b> remove the sole attached lasted upper	5	2	-	-
<i>Delasting Operation</i>	-	<b>4</b>	-	-
<b>PC45.</b> fix the shoe onto the delasting machine	-	1	-	-
<b>PC46.</b> carry out delasting operation by operating the delasting machine and applying pressure on the toe portion of the shoe with hand simultaneously	-	2	-	-
<b>PC47.</b> remove the shoe from the last	-	1	-	-
<i>Reporting &amp; Documentation</i>	<b>5</b>	<b>2</b>	-	-
<b>PC48.</b> report risks/ problems likely to affect services to the relevant person promptly and accurately	-	1	-	-
<b>PC49.</b> report defects in the tools and equipment that one do not have the authority to repair	5	1	-	-
<i>Sorting &amp; Placing</i>	-	<b>2</b>	-	-
<b>PC50.</b> carry out closedown procedures on completion of work	-	1	-	-
<b>PC51.</b> sort and place work to assist the next stage of production and minimize the risk of damage	-	1	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N2701
<b>NOS Name</b>	Carry out lasting operations using machine
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Footwear
<b>Occupation</b>	Lasting
<b>NSQF Level</b>	3
<b>Credits</b>	4.67
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### LSS/N2702: Contribute to achieving product quality in lasting operation

#### Description

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

#### Scope

The scope covers the following :

- Inspection
- Reporting & Documentation

#### Elements and Performance Criteria

##### Inspection

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

- PC1.** set up and test machines to ensure correct operation
- PC2.** operate the machine in accordance with machine and workplace standards
- PC3.** ensure the last and upper is placed appropriately in the machines
- PC4.** ensure creases do not appear on the inside of the back portion of the upper while counter tightening
- PC5.** ensure the shape of the shoe is retained during toe moulding operation
- PC6.** ensure pleats do not appear in the seat portion of the lasted upper after seat lasting process
- PC7.** selection of appropriate lasts as per the sizes
- PC8.** ensuring the quality of the lasting as per the specifications and the standards
- PC9.** roughing as per the specifications and ensure the upper of shoe is free from roughing damages
- PC10.** check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures
- PC11.** ensure materials and component parts meet specifications
- PC12.** maintain the required productivity and quality levels
- PC13.** carry out quality checks at agreed intervals and in the approved way

##### Reporting & Documentation

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

- PC14.** identify faults in materials and products
- PC15.** identify causes of faults and take action to rectify the same to maintain product quality
- PC16.** report and replace faulty materials and component parts which do not meet specification
- PC17.** report faults outside personal responsibility to the appropriate person
- PC18.** follow reporting procedures where the cause of faults cannot be identified
- PC19.** follow reporting procedures where the cause of faults cannot be identified

## Qualification Pack

**PC20.** identify process problems that effect product quality and report them promptly to appropriate people

**PC21.** identify faults in finished products and trace their causes

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** types of problems with quality and how to report them to appropriate people
- KU2.** consequences of not rectifying problems
- KU3.** safe working practices and organizational procedures
- KU4.** limits of personal responsibility
- KU5.** the lines of communication, authority and reporting procedures
- KU6.** the organizations rules and guidelines (including timekeeping)
- KU7.** the companies quality standards
- KU8.** equipment operating procedures / manufacturers instructions
- KU9.** the different types of faults likely to be found in the lasting process and method to put them right
- KU10.** the different techniques and methods used to detect faults in the lasting process
- KU11.** the inspection methods that can be used
- KU12.** importance of product checks
- KU13.** the acceptable solutions for particular faults
- KU14.** the consequences of not rectifying problems
- KU15.** the types of adjustments suitable for specific types of faults
- KU16.** responsibilities at work during production
- KU17.** companys quality and production targets and the effect of not meeting these on self and/or the team
- KU18.** allowed tolerances
- KU19.** difference between correctable and non-correctable faults
- KU20.** manufacturers instructions

## Generic Skills (GS)

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

- GS1.** write in English/ local language as applicable
- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read and comprehend basic 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 operators supervisors, managers, etc



## Qualification Pack

- GS7.** analyse the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** plan and set the targets along with the supervisors and the co workers
- GS10.** organize tools and equipments to be used
- GS11.** plan work according to the required schedule and location
- GS12.** ensure lasting operation is as per customer standards
- GS13.** evaluate and ensure delivery of products as per customers specifications
- GS14.** identify possible defects with the products
- GS15.** review the defects and take appropriate actions to rectify
- GS16.** report to the authority if problems cannot be rectified
- GS17.** diagnose common problems in the machine based on visual inspection
- GS18.** assess and control the quality standards of the product as per customer standards

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inspection</i>	20	10	-	-
<b>PC1.</b> set up and test machines to ensure correct operation	-	1	-	-
<b>PC2.</b> operate the machine in accordance with machine and workplace standards	-	1	-	-
<b>PC3.</b> ensure the last and upper is placed appropriately in the machines	5	0.5	-	-
<b>PC4.</b> ensure creases do not appear on the inside of the back portion of the upper while counter tightening	-	0.5	-	-
<b>PC5.</b> ensure the shape of the shoe is retained during toe moulding operation	-	0.5	-	-
<b>PC6.</b> ensure pleats do not appear in the seat portion of the lasted upper after seat lasting process	-	1	-	-
<b>PC7.</b> selection of appropriate lasts as per the sizes	-	0.5	-	-
<b>PC8.</b> ensuring the quality of the lasting as per the specifications and the standards	5	1	-	-
<b>PC9.</b> roughing as per the specifications and ensure the upper of shoe is free from roughing damages	-	0.5	-	-
<b>PC10.</b> check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures	10	1	-	-
<b>PC11.</b> ensure materials and component parts meet specifications	-	0.5	-	-
<b>PC12.</b> maintain the required productivity and quality levels	-	1	-	-
<b>PC13.</b> carry out quality checks at agreed intervals and in the approved way	-	1	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Reporting &amp; Documentation</i>	<b>15</b>	<b>5</b>	-	-
<b>PC14.</b> identify faults in materials and products	-	0.5	-	-
<b>PC15.</b> identify causes of faults and take action to rectify the same to maintain product quality	5	1	-	-
<b>PC16.</b> report and replace faulty materials and component parts which do not meet specification	-	0.5	-	-
<b>PC17.</b> report faults outside personal responsibility to the appropriate person	-	1	-	-
<b>PC18.</b> follow reporting procedures where the cause of faults cannot be identified	-	0.5	-	-
<b>PC19.</b> follow reporting procedures where the cause of faults cannot be identified	-	0.5	-	-
<b>PC20.</b> identify process problems that effect product quality and report them promptly to appropriate people	5	0.5	-	-
<b>PC21.</b> identify faults in finished products and trace their causes	5	0.5	-	-
<b>NOS Total</b>	<b>35</b>	<b>15</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N2702
<b>NOS Name</b>	Contribute to achieving product quality in lasting operation
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Footwear
<b>Occupation</b>	Lasting
<b>NSQF Level</b>	3
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

# 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*

## Qualification Pack

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



LEATHER  
SECTOR  
SKILL  
COUNCIL



सत्यमेव जयते  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP



NCVT  
कौशल गुणवत्ता प्रगति



NSDFC  
REIMAGINE FUTURE

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> ensure not to go to work if unwell, to avoid the risk of spreading an infection to other people	1	3	-	-
<b>PC16.</b> cover the mouth with an elbow/handkerchief or turn away from people while sneezing or coughing	1	3	-	-
<b>PC17.</b> ensure equipment, work area, restrooms, etc. are sanitized before and after sessions	-	3	-	-
<b>PC18.</b> ensure regular vaccinations to avoid any spreading of diseases	1	2	-	-
<i>Maintain the work area</i>	<b>4</b>	<b>12</b>	-	-
<b>PC19.</b> handle materials, machinery, equipment and tools safely and correctly	1	4	-	-
<b>PC20.</b> use correct lifting and handling procedures	2	4	-	-
<b>PC21.</b> use materials to minimize waste	1	4	-	-
<i>Perform maintenance operations</i>	<b>6</b>	<b>18</b>	-	-
<b>PC22.</b> Perform the cleaning of machine or tools at the end of each shift	1	2	-	-
<b>PC23.</b> carry out running maintenance within agreed schedules	1	4	-	-
<b>PC24.</b> report unsafe equipment and other dangerous occurrences	2	4	-	-
<b>PC25.</b> carry out works in a comfortable position with the correct posture	1	4	-	-
<b>PC26.</b> 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>	<b>5</b>	<b>10</b>	-	-
<b>PC27.</b> carry out work functions in accordance with legislation and regulations, organizational guidelines, and procedures	1	2	-	-
<b>PC28.</b> 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
<b>PC29.</b> follow the policies and procedures within the work practices	1	2	-	-
<b>PC30.</b> identify and report any possible deviation to these requirements	1	2	-	-
<i>Respect diversity</i>	<b>5</b>	<b>10</b>	-	-
<b>PC31.</b> transact with everyone without any personal bias like gender, disability, caste, religion, color, sexual orientation, and culture	2	4	-	-
<b>PC32.</b> identify the indicators of harassment and discrimination	1	2	-	-
<b>PC33.</b> report incidents of harassment and discrimination to appropriate authority	1	2	-	-
<b>PC34.</b> respect the personal and professional space of others	1	2	-	-
<i>Material conservation practices</i>	<b>2</b>	<b>8</b>	-	-
<b>PC35.</b> identify ways to optimize the usage of material including water in various activities /processes	1	2	-	-
<b>PC36.</b> check for spills/leakages in various processes and plug the spills and leakages	-	2	-	-
<b>PC37.</b> use the optimized amount of chemicals that have petroleum products (adhesives, leather chemicals, chrome salt, cleaning agents, IPA, etc.)	1	2	-	-
<b>PC38.</b> use proper PPE when in contact with the above materials as per specifications	-	2	-	-
<i>Energy/electricity conservation practices</i>	<b>2</b>	<b>8</b>	-	-
<b>PC39.</b> identify ways to optimize the usage of electricity/energy in various activities/processes	1	2	-	-
<b>PC40.</b> 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
<b>PC41.</b> ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
<i>Effective waste management/recycling practices</i>	<b>6</b>	<b>4</b>	-	-
<b>PC42.</b> identify recyclable and non-recyclable, and hazardous waste generated	2	1	-	-
<b>PC43.</b> segregate waste into different categories	1	1	-	-
<b>PC44.</b> dispose of non-recyclable waste appropriately	1	-	-	-
<b>PC45.</b> deposit recyclable and reusable material at the identified location	1	1	-	-
<b>PC46.</b> follow processes specified for disposal of hazardous waste	1	1	-	-
<b>NOS Total</b>	<b>40</b>	<b>110</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N8601
<b>NOS Name</b>	Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Finished Leather, Footwear, Goods & Garments, Goods and Garments, Non-Leather Footwear, Footwear/Goods & Garments, Bags and Luggage
<b>Occupation</b>	All Occupations
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	28/04/2022
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	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	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
<b>PC2.</b> 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	-	-
<b>PC3.</b> 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	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	1	1	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	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 : 70**

(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/N2703.Carry out lasting operations by hand	8	32	-	-	40	20
LSS/N2701.Carry out lasting operations using machine	30	70	-	-	100	30
LSS/N2702.Contribute to achieving product quality in lasting operation	35	15	-	-	50	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	15
<b>Total</b>	<b>133</b>	<b>257</b>	<b>0</b>	<b>0</b>	<b>390</b>	<b>100</b>

## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.