



LEATHER  
SECTOR  
SKILL  
COUNCIL



सत्यमेव जयते  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP



कौशल युगलता प्रगति  
NCVT



N.S.Q.F.  
REIMAGINE FUTURE

## Qualification Pack



# Cutter - Goods and Garments

QP Code: LSS/Q5301

Version: 4.0

NSQF Level: 3

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## Qualification Pack

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## Qualification Pack

### LSS/Q5301: Cutter - Goods and Garments

#### Brief Job Description

The individual, as a part of the job role, lays out, marks, and cuts leather or non-leather material into parts for articles using hand-cutting patterns and cutting dies. The critical component of the role is to position leather/non-leather for cutting to ensure a good number and quality of cut pieces by maintaining the production target.

#### Personal Attributes

The individual should possess good hand-eye coordination and judgment in positioning and cutting. Also should have basic estimation and numerical skills along with ability to choose the correct leather/non-leather parts for different components.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [LSS/N5312: Preparation of raw materials for cutting operations](#)
2. [LSS/N5301: Carry out cutting operations using hand](#)
3. [LSS/N5302: Carry out cutting operations using a clicking machine](#)
4. [LSS/N5303: Contribute to achieving product quality in cutting processes for Goods and Garments](#)
5. [LSS/N8601: Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Leather
<b>Sub-Sector</b>	Goods & Garments
<b>Occupation</b>	Cutting (Goods & Garments)
<b>Country</b>	India
<b>NSQF Level</b>	3

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<b>Credits</b>	11
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7532.1001
<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>	5th Class
<b>Pre-Requisite License or Training</b>	Knowledge of leather or non leather goods and garment making 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>NSQF Approval Date</b>	17/11/2022
<b>Version</b>	4.0
<b>Reference code on NQR</b>	2022/LT/LSSC/06847
<b>NQR Version</b>	4.0

## Qualification Pack

### LSS/N5312: Preparation of raw materials for cutting operations

#### Description

This unit is about the preparation and handling of raw materials like leather, synthetic leather, fabrics, and other materials for both hand cutting and machine cutting operations

#### Scope

The scope covers the following :

- Prepare for hand cutting operations
- Prepare for machine cutting operations
- Handling of raw materials

#### Elements and Performance Criteria

##### *Prepare for hand cutting operations*

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

- PC1.** check the raw materials based on the specifications like color, thickness, area, etc.,
- PC2.** ensure the material meets correct specifications as per the job card or BoM
- PC3.** check proper lighting available at the workplace
- PC4.** prepare the hand cutting tools like cutting mate, pattern (Plastic/cardboard/metal)
- PC5.** sharpen the cutting tool using a sharpening tool or by emery sheet
- PC6.** examine the tools for hand cutting operations

##### *Prepare for machine cutting operations*

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

- PC7.** select the correct machine to cut the given material
- PC8.** check the patterns/dies for size and shape
- PC9.** check the pressure, day light adjustment, strokes timing on swing arm/beam cutting machine
- PC10.** check the blade quality, speed on the straight cutting machine (For Fabric cutting)

##### *Handling the raw materials*

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

- PC11.** handle the raw materials carefully and avoid any damages to the raw materials
- PC12.** store the leather pieces in the leather horse/trolley or rack
- PC13.** store the fabrics and non-leather materials as per folding specifications given
- PC14.** check the workstation is free from wastes and hazards

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the properties of leather and non-leather materials

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- KU2.** the specifications are given by the raw material manufacturers
- KU3.** the lighting system used for cutting leather and fabrics
- KU4.** different types of patterns and cutting dies
- KU5.** different tools used in hand cutting process like cutting knife/NT cutter, rubber mate, scissor, patterns, sharpening stone, etc.,
- KU6.** common quality imperfections associated with the materials
- KU7.** different machines used in the cutting process like swing arm, beam cutting, electrical round knife, band knife, etc.,
- KU8.** steps involved in preparing for cutting operations
- KU9.** different types of storing the leather and fabric materials and the process of First In First Out system
- KU10.** the standards, policies followed in the workplace relevant to the employment condition
- KU11.** the reporting structure to be followed for communication and coordination
- KU12.** the protocols and format for reporting work-related risks and problems
- KU13.** 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 the issues and comments given by the co-workers, supervisors, and managers
- GS4.** communicate effectively with co-workers, supervisors, and managers
- 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>Prepare for hand cutting operations</i>	<b>4</b>	<b>21</b>	-	-
<b>PC1.</b> check the raw materials based on the specifications like color, thickness, area, etc.,	1	3	-	-
<b>PC2.</b> ensure the material meets correct specifications as per the job card or BoM	-	3	-	-
<b>PC3.</b> check proper lighting available at the workplace	2	5	-	-
<b>PC4.</b> prepare the hand cutting tools like cutting mate, pattern (Plastic/cardboard/metal)	1	3	-	-
<b>PC5.</b> sharpen the cutting tool using a sharpening tool or by emery sheet	-	3	-	-
<b>PC6.</b> examine the tools for hand cutting operations	-	4	-	-
<i>Prepare for machine cutting operations</i>	<b>5</b>	<b>19</b>	-	-
<b>PC7.</b> select the correct machine to cut the given material	1	4	-	-
<b>PC8.</b> check the patterns/dies for size and shape	-	4	-	-
<b>PC9.</b> check the pressure, day light adjustment, strokes timing on swing arm/beam cutting machine	2	6	-	-
<b>PC10.</b> check the blade quality, speed on the straight cutting machine (For Fabric cutting)	2	5	-	-
<i>Handling the raw materials</i>	<b>6</b>	<b>15</b>	-	-
<b>PC11.</b> handle the raw materials carefully and avoid any damages to the raw materials	1	4	-	-
<b>PC12.</b> store the leather pieces in the leather horse/trolley or rack	2	4	-	-
<b>PC13.</b> store the fabrics and non-leather materials as per folding specifications given	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> check the workstation is free from wastes and hazards	2	4	-	-
<b>NOS Total</b>	<b>15</b>	<b>55</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N5312
<b>NOS Name</b>	Preparation of raw materials for cutting operations
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Goods and Garments, Bags and Luggage, Footwear
<b>Occupation</b>	Cutting (Goods & Garments), Cutting (Footwear)
<b>NSQF Level</b>	3
<b>Credits</b>	1.1
<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/N5301: Carry out cutting operations using hand

#### Description

This unit describes the performance outcomes required to carry out hand cutting operations in leather and non-leather materials required to produce goods and garments

#### Scope

The scope covers the following :

- Perform cutting operation by hand

#### Elements and Performance Criteria

##### *Perform cutting operation by hand*

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 the job role
- PC3.** ask questions to obtain more information on tasks when the instructions are unclear
- PC4.** calculate the number of components needed for production
- PC5.** select the tools and materials for the work
- PC6.** set up the equipment
- PC7.** make sure that tools are safe and clean to use on the material
- PC8.** check the quality and characteristics of the material match the required standards before starting to cut
- PC9.** utilise leather piece efficiently to get maximum cut pieces with minimum wastage
- PC10.** ensure no defects on the material
- PC11.** check the stretch-ability and tightness of leather as per end product
- PC12.** use scissors or cutting knife to cut the leather piece as per the markings given on the components
- PC13.** count the number of cut pieces
- PC14.** ensure cut pieces match the number mentioned in the job card
- PC15.** bundle the cut components and transfer material for quality check
- PC16.** make sure that when cutting the material avoid damaging self and others avoid damage to the knife and other equipment
- PC17.** avoid any imperfections in the material when cutting
- PC18.** minimise wastage while cutting material
- PC19.** meet company usage tolerances for efficient pattern interlocking
- PC20.** check with others when unsure of new product details
- PC21.** produce the required batch of components to match the job card and the companys production targets

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**PC22.** dispose of waste materials safely and return re-useable materials

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** 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 the 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.** cutting efficiencies with regard to the material being cut
- KU14.** knowledge of products and styles of goods and garments currently being produced
- KU15.** sources of updates on goods and garments and related areas
- KU16.** method of interpreting product specifications
- KU17.** the relation between the data on the work ticket/ job card and the production schedules
- KU18.** method of safely setting up and closing down cutting and other equipment in the work station
- KU19.** equipment needed for the cutting activity
- KU20.** methods of calculating the number of components required
- KU21.** method of identifying the quality and usage of components being cut
- KU22.** methods of cutting to ensure maximum usage and minimum wastage
- KU23.** common quality imperfections associated with the materials
- KU24.** knowledge of various shades of colours
- KU25.** main characteristics of the materials, method of identification and the means of cutting operations and subsequent operations
- KU26.** implications of using defective tools and machines on the materials
- KU27.** cutting equipment operating procedures
- KU28.** manufacturers instructions

### Generic Skills (GS)

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

- GS1.** write in English/ local language as applicable

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- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read English/ local language as applicable
- GS4.** read and understand manuals, health and safety instructions, memos, reports, job cards etc
- GS5.** listen actively
- GS6.** communicate effectively with supervisors, managers, etc
- GS7.** analyse 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 and location
- GS10.** produce as per the specified productivity targets
- GS11.** organise the required materials sequentially
- GS12.** take measurements and make drawings as per customer specifications
- GS13.** evaluate and ensure cutting of the materials is as per customer standards
- GS14.** review the defects and take appropriate actions
- GS15.** analyze the drawings and cut the material accordingly
- GS16.** evaluate and assess the cut materials for any modifications and corrections
- GS17.** assess and control the quality standards of the cut materials as per customer standards

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform cutting operation by hand</i>	<b>24</b>	<b>76</b>	-	-
<b>PC1.</b> make sure the work area is free from hazards	-	2	-	-
<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 the job role	2	1	-	-
<b>PC3.</b> ask questions to obtain more information on tasks when the instructions are unclear	2	5	-	-
<b>PC4.</b> calculate the number of components needed for production	-	3	-	-
<b>PC5.</b> select the tools and materials for the work	5	7	-	-
<b>PC6.</b> set up the equipment	-	3	-	-
<b>PC7.</b> make sure that tools are safe and clean to use on the material	-	1	-	-
<b>PC8.</b> check the quality and characteristics of the material match the required standards before starting to cut	3	7	-	-
<b>PC9.</b> utilise leather piece efficiently to get maximum cut pieces with minimum wastage	-	1	-	-
<b>PC10.</b> ensure no defects on the material	-	1	-	-
<b>PC11.</b> check the stretch-ability and tightness of leather as per end product	-	5	-	-
<b>PC12.</b> use scissors or cutting knife to cut the leather piece as per the markings given on the components	5	10	-	-
<b>PC13.</b> count the number of cut pieces	-	1	-	-
<b>PC14.</b> ensure cut pieces match the number mentioned in the job card	-	2	-	-
<b>PC15.</b> bundle the cut components and transfer material for quality check	2	6	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC16.</b> make sure that when cutting the material avoid damaging self and others avoid damage to the knife and other equipment	-	2	-	-
<b>PC17.</b> avoid any imperfections in the material when cutting	-	3	-	-
<b>PC18.</b> minimise wastage while cutting material	-	5	-	-
<b>PC19.</b> meet company usage tolerances for efficient pattern interlocking	-	2	-	-
<b>PC20.</b> check with others when unsure of new product details	-	2	-	-
<b>PC21.</b> produce the required batch of components to match the job card and the companys production targets	5	5	-	-
<b>PC22.</b> dispose of waste materials safely and return re-useable materials	-	2	-	-
<b>NOS Total</b>	<b>24</b>	<b>76</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N5301
<b>NOS Name</b>	Carry out cutting operations using hand
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Goods & Garments
<b>Occupation</b>	Cutting (Goods & Garments), Cutting (Footwear)
<b>NSQF Level</b>	3
<b>Credits</b>	1.57
<b>Version</b>	3.0
<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/N5302: Carry out cutting operations using a clicking machine

#### Description

This unit describes the performance outcomes required to carry out machine cutting operations in leather and non-leather materials for preparing goods and garments

#### Scope

The scope covers the following :

- Perform machine cutting operation

#### Elements and Performance Criteria

##### *Perform machine cutting 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 the job role
- PC3.** ask questions to obtain more information on tasks when the instructions are unclear
- PC4.** calculate the number of components needed for production
- PC5.** select the tools and materials for the work
- PC6.** set up the equipment and clicking machine
- PC7.** make sure that tools are safe and clean to use on the material
- PC8.** check the quality and characteristics of the material match the required standards before starting to cut
- PC9.** utilise leather piece efficiently to get maximum cut pieces with minimum wastage
- PC10.** check the stretch-ability and tightness of leather as per end product
- PC11.** place cutting dies on the leather piece in an efficient manner to minimize waste
- PC12.** use the clicking machine to cut the material
- PC13.** count the number of cut pieces
- PC14.** ensure cut pieces match the number mentioned in the job card
- PC15.** bundle the cut components and transfer material for quality check
- PC16.** make sure that when cutting the material avoid damaging self and others avoid damage to the knife and other equipment
- PC17.** avoid any imperfections in the material when cutting
- PC18.** update and develop knowledge of the products
- PC19.** meet company usage tolerances for efficient pattern interlocking
- PC20.** check with others when unsure of new product details
- PC21.** produce the required batch of components to match the job card and the companys production targets
- PC22.** dispose of waste materials safely and return re-useable materials



## Qualification Pack

### 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 the 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.** cutting efficiencies with regard to the material being cut
- KU14.** knowledge of products and styles of goods and garments currently being produced
- KU15.** sources of updates on goods and garments and related areas
- KU16.** interpretation of body language (both positive and negative)
- KU17.** method of sharing domain related information with team members
- KU18.** method of interpreting product specifications
- KU19.** the relation between the data on the work ticket/ job card and the production schedules
- KU20.** method of safely setting up and closing down cutting and other equipment in the work station
- KU21.** equipment needed for the cutting activity
- KU22.** methods of calculating the number of components required
- KU23.** method of identifying the quality and usage of components being cut
- KU24.** methods of cutting to ensure maximum usage and minimum wastage
- KU25.** common quality imperfections associated with the materials
- KU26.** knowledge of various shades of colours
- KU27.** main characteristics of the materials, method of identification and the means of cutting operations and subsequent operations
- KU28.** implications of using defective tools and machines on the materials
- KU29.** cutting equipment operating procedures
- KU30.** manufacturers instructions

### Generic Skills (GS)

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

- GS1.** write in English/ local language as applicable

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- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read English/ local language as applicable
- GS4.** read and understand manuals, health and safety instructions, memos, reports, job cards etc
- GS5.** listen actively
- GS6.** communicate effectively with supervisors, managers, etc
- GS7.** analyse 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 and location
- GS10.** produce as per the specified productivity targets
- GS11.** organise the required materials sequentially
- GS12.** take measurements and make drawings as per customer specifications
- GS13.** evaluate and ensure cutting of the materials is as per customer standards
- GS14.** review the defects and take appropriate actions
- GS15.** analyze the drawings and cut the material accordingly
- GS16.** evaluate and assess the cut materials for any modifications and corrections
- GS17.** assess and control the quality standards of the cut materials as per customer standards

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform machine cutting operation</i>	<b>30</b>	<b>70</b>	-	-
<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 the job role	-	2	-	-
<b>PC3.</b> ask questions to obtain more information on tasks when the instructions are unclear	5	10	-	-
<b>PC4.</b> calculate the number of components needed for production	-	1	-	-
<b>PC5.</b> select the tools and materials for the work	-	1	-	-
<b>PC6.</b> set up the equipment and clicking machine	5	2	-	-
<b>PC7.</b> make sure that tools are safe and clean to use on the material	-	1	-	-
<b>PC8.</b> check the quality and characteristics of the material match the required standards before starting to cut	5	5	-	-
<b>PC9.</b> utilise leather piece efficiently to get maximum cut pieces with minimum wastage	-	1	-	-
<b>PC10.</b> check the stretch-ability and tightness of leather as per end product	-	6	-	-
<b>PC11.</b> place cutting dies on the leather piece in an efficient manner to minimize waste	5	10	-	-
<b>PC12.</b> use the clicking machine to cut the material	-	4	-	-
<b>PC13.</b> count the number of cut pieces	-	3	-	-
<b>PC14.</b> ensure cut pieces match the number mentioned in the job card	-	4	-	-
<b>PC15.</b> bundle the cut components and transfer material for quality check	-	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC16.</b> make sure that when cutting the material avoid damaging self and others avoid damage to the knife and other equipment	-	3	-	-
<b>PC17.</b> avoid any imperfections in the material when cutting	-	2	-	-
<b>PC18.</b> update and develop knowledge of the products	-	1	-	-
<b>PC19.</b> meet company usage tolerances for efficient pattern interlocking	5	4	-	-
<b>PC20.</b> check with others when unsure of new product details	-	1	-	-
<b>PC21.</b> produce the required batch of components to match the job card and the companys production targets	5	3	-	-
<b>PC22.</b> dispose of waste materials safely and return re-useable materials	-	1	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N5302
<b>NOS Name</b>	Carry out cutting operations using a clicking machine
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Goods & Garments
<b>Occupation</b>	Cutting (Goods & Garments), Cutting (Footwear)
<b>NSQF Level</b>	3
<b>Credits</b>	4
<b>Version</b>	3.0
<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/N5303: Contribute to achieving product quality in cutting processes for Goods and Garments

## Description

This unit describes the performance outcomes required to monitor and maintain the quality in cutting operations

## Scope

The scope covers the following :

- Perform quality checks on materials and equipment
- Carry out the inspection on cut components

## Elements and Performance Criteria

### *Perform quality checks on materials and equipment*

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

- PC1.** perform the quality check on incoming raw materials for color, 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 cutting machine

### *Carry out the inspection on cut components*

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

- PC5.** set up and test equipment to meet quality standard
- PC6.** check any issues in the cutting patterns and dies, cutting board, and equipment like cutting blade worn out, uneven cutting surface, uneven planning, etc.,
- PC7.** ensure the quality of the cut components meets specification during production
- PC8.** carry out quality checks at agreed intervals and in the approved way
- PC9.** apply the allowed tolerances
- PC10.** identify process problems that effect product quality and report them promptly to appropriate people
- PC11.** identify faults in finished products and trace their causes
- PC12.** identify causes of faults and take action to rectify the same to maintain product quality
- PC13.** maintain records and documentation

## 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

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- KU3.** importance of keeping accurate quality records
- KU4.** methods to present any ideas for improvement to line manager
- KU5.** safe working practices and organizational procedures
- KU6.** limits of own responsibility
- KU7.** ways of resolving with problems within the work area
- KU8.** the importance of effective communication with colleagues
- KU9.** the lines of communication, authority and reporting procedures
- KU10.** the organizations rules and guidelines (including timekeeping)
- KU11.** the companies quality standards
- KU12.** the types of records kept, methods to complete the record and the importance of keeping them accurate
- KU13.** the importance of complying with written instructions
- KU14.** equipment operating procedures / manufacturers instructions b. technical knowledge the user/individual on the job needs to know and understand:
- KU15.** methods to receive work instructions and specifications and interpret them accurately
- KU16.** methods to make use of the information detailed in specifications and instructions
- KU17.** methods of cutting components to ensure maximum usage and minimum wastage
- KU18.** the types of faults in equipment and machinery and the action to be taken when they occur
- KU19.** process to identify materials which do not conform to requirements and how to report them to appropriate people
- KU20.** care and fabric content labels / symbols
- KU21.** awareness of material/fabric / yarn types
- KU22.** the causes of lost production and material wastage
- KU23.** process to maintain the flow of production
- KU24.** the importance of achieving quality and its relation to the end user/customer

## Generic Skills (GS)

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

- GS1.** write in English/ local language as applicable
- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read English/ local language as applicable
- GS4.** read and understand manuals, health and safety instructions, memos, reports, job cards etc
- GS5.** listen actively
- GS6.** communicate effectively with supervisors, managers, etc
- GS7.** analyse the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** evaluate and apply appropriate methods of inspection
- GS10.** plan work according to the required schedule and location
- GS11.** produce as per the specified productivity targets

## Qualification Pack

- GS12.** organise the required materials sequentially
- GS13.** take measurements and make drawings as per customer specifications
- GS14.** evaluate and ensure cutting of the materials is as per customer standards
- GS15.** review the defects and take appropriate actions
- GS16.** analyze the drawings and cut the material accordingly
- GS17.** evaluate and assess the cut materials for any modifications and corrections
- GS18.** assess and control the quality standards of the cut materials as per customer standards



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform quality checks on materials and equipment</i>	<b>20</b>	<b>10</b>	-	-
<b>PC1.</b> perform the quality check on incoming raw materials for color, defects, textures, strength, etc., as per the sample/specifications	5	2	-	-
<b>PC2.</b> ensure materials and component parts meet specifications	5	3	-	-
<b>PC3.</b> check the machine parts, components and safety guards are correctly fixed	5	-	-	-
<b>PC4.</b> perform test run on the cutting machine	5	5	-	-
<i>Carry out the inspection on cut components</i>	<b>25</b>	<b>15</b>	-	-
<b>PC5.</b> set up and test equipment to meet quality standard	-	1	-	-
<b>PC6.</b> check any issues in the cutting patterns and dies, cutting board, and equipment like cutting blade worn out, uneven cutting surface, uneven planning, etc.,	5	3	-	-
<b>PC7.</b> ensure the quality of the cut components meets specification during production	5	1	-	-
<b>PC8.</b> carry out quality checks at agreed intervals and in the approved way	2	1	-	-
<b>PC9.</b> apply the allowed tolerances	1	2	-	-
<b>PC10.</b> identify process problems that effect product quality and report them promptly to appropriate people	5	1	-	-
<b>PC11.</b> identify faults in finished products and trace their causes	5	1	-	-
<b>PC12.</b> identify causes of faults and take action to rectify the same to maintain product quality	-	5	-	-
<b>PC13.</b> maintain records and documentation	2	-	-	-
<b>NOS Total</b>	<b>45</b>	<b>25</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N5303
<b>NOS Name</b>	Contribute to achieving product quality in cutting processes for Goods and Garments
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Goods & Garments
<b>Occupation</b>	Cutting (Goods & Garments), Cutting (Footwear)
<b>NSQF Level</b>	3
<b>Credits</b>	2.33
<b>Version</b>	3.0
<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*

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

**PC13.** maintain personal body hygiene and dental hygiene

**PC14.** follow social distancing at the workplace

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

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

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

**PC18.** ensure regular vaccinations to avoid any spreading of diseases

### *Maintain the work area*

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

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

**PC20.** use correct lifting and handling procedures

**PC21.** use materials to minimize waste

### *Perform maintenance operations*

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

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

**PC23.** carry out running maintenance within agreed schedules

**PC24.** report unsafe equipment and other dangerous occurrences

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

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

### *Compliance with industry, regulatory and organizational requirements*

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

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

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

**PC29.** follow the policies and procedures within the work practices

**PC30.** identify and report any possible deviation to these requirements

### *Respect diversity*

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

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

**PC32.** identify the indicators of harassment and discrimination

**PC33.** report incidents of harassment and discrimination to appropriate authority

**PC34.** respect the personal and professional space of others

### *Material conservation practices*

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

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

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

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

## Qualification Pack

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

### *Energy/electricity conservation practices*

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

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

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

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

### *Effective waste management/recycling practices*

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

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

**PC43.** segregate waste into different categories

**PC44.** dispose of non-recyclable waste appropriately

**PC45.** deposit recyclable and reusable material at the identified location

**PC46.** follow processes specified for disposal of hazardous waste

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

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

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

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

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

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

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

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

**KU10.** the storage and disposal of hazardous substances and wastes

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

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

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

## Generic Skills (GS)

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

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

**GS2.** communicate proficiently in the local language

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

## Qualification Pack

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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Compliance with health, safety and security requirements at the workplace</i>	<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	-	-

## 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	-	-





LEATHER  
SECTOR  
SKILL  
COUNCIL



सत्यमेव जयते  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP



कौशल युगलता प्रगति



REIMAGINE FUTURE

## 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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<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>	<b>1</b>	<b>3</b>	-	-
<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>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<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>	<b>3</b>	<b>4</b>	-	-
<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 : 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/N5312.Preparation of raw materials for cutting operations	15	55	-	-	70	15
LSS/N5301.Carry out cutting operations using hand	24	76	-	-	100	25
LSS/N5302.Carry out cutting operations using a clicking machine	30	70	-	-	100	25
LSS/N5303.Contribute to achieving product quality in cutting processes for Goods and Garments	45	25	-	-	70	15
LSS/N8601.Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements	40	110	-	-	150	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
<b>Total</b>	<b>174</b>	<b>366</b>	<b>0</b>	<b>0</b>	<b>540</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

## 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.