



# Model Curriculum

**QP Name: Stitching Operator – Footwear**

**QP Code: LSS/Q2501**

**QP Version: 4.0**

**NSQF Level: 3**

**Model Curriculum Version: 3.0**

Leather Sector Skill Council || Leather Sector Skill Council (LSSC), GCV House, Swastik Complex,  
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## Training Parameters

<b>Sector</b>	Leather
<b>Sub-Sector</b>	Footwear, Non-Leather Footwear
<b>Occupation</b>	Stitching (Footwear)
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8156.0901
<b>Minimum Educational Qualification and 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 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 (Helper - Footwear Upper Making - Level 2) with 1 Year of experience in relevant field</p>
<b>Pre-Requisite License or Training</b>	Knowledge of basic stitching would be an added advantage
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	17/11/2022
<b>Next Review Date</b>	17/11/2025
<b>NSQC Approval Date</b>	18/06/2015
<b>QP Version</b>	4.0
<b>Model Curriculum Creation Date</b>	31/03/2015
<b>Model Curriculum Valid Up to Date</b>	17/11/2025

Model Curriculum Version	3.0
Minimum Duration of the Course	330 Hours
Maximum Duration of the Course	450 Hours

## Program Overview

This section summarizes the end objectives of the program along with its duration.

### Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Work in the footwear production line.
- Prepare for stitching operations.
- Carry out stitching operation using different machines.
- Stitch the components to produce footwear upper or full shoe.
- Conduct a quality inspection in stitching operations and identify faults, trace the causes for faults, and check that the work is done properly.
- Prepare reports and documentation related to the stitching process.
- Handle material, tools and machines, maintain clean and hazard free work area, proper usage of cleaning equipment, maintain correct usage of workplace tools and equipment.
- Comply with health and safety measures in terms of personal safety and equipment safety relevant to shoemaking operations.
- Carry out work following organizational guidelines and procedures, identify and report any possible deviation.

### Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<i>Overview of the industry - Orientation</i>	3:00 hrs	00:00 hrs	--	--	3:00 hrs
<b>LSS/N5805 Preparation materials and machines for stitching operations</b> <b>NOS Version No. 1</b> <b>NSQF Level: 3</b>	<b>10:00 hrs</b>	<b>22:00 hrs</b>	--	<b>20:00 hrs</b>	<b>32:00 hrs</b>
Module 1: Prepare the materials	04:00 hrs	10:00 hrs	--	10:00 hrs	14:00 hrs
Module 2: Prepare the tools, equipment and machines	06:00 hrs	12:00 hrs	--	10:00 hrs	18:00 hrs
<b>LSS/N2202 Perform hand stitching process on leather and non-leather footwear</b> <b>NOS Version No. 1</b>	<b>15:00 hrs</b>	<b>30:00 hrs</b>	--	--	<b>45:00 hrs</b>

<b>NSQF Level: 3</b>					
Module 1: Check the tools and equipment	02:00 hrs	05:00 hrs	--	--	07:00 hrs
Module 2: Carry out hand stitching process	13:00 hrs	25:00 hrs	--	--	38:00 hrs
<b>LSS/N2203 Carry out machine stitching operations in footwear NOS Version No. 1 NSQF Level: 3</b>	<b>30:00 hrs</b>	<b>90:00 hrs</b>	--	<b>80:00 hrs</b>	<b>120:00 hrs</b>
Module 1: Check the tools and equipment	02:00 hrs	10:00 hrs	--	20:00 hrs	12:00 hrs
Module 2: Carry out machine stitching process	28:00 hrs	80:00 hrs	--	60:00 hrs	108:00 hrs
<b>LSS/Q2204 Contribute to achieving product quality in stitching operations on footwear NOS Version No. 1 NSQF Level: 3</b>	<b>20:00 hrs</b>	<b>50:00 hrs</b>	--	<b>20:00 hrs</b>	<b>70:00 hrs</b>
Module 1: Perform quality check on materials and equipment	05:00 hrs	20:00 hrs	--	10:00 hrs	25:00 hrs
Module 2: Achieve quality in stitching operation on footwear making	15:00 hrs	30:00 hrs	--	10:00 hrs	45:00 hrs
<b>LSS/N8601 – Maintain health, safety &amp; security, a clean work area &amp; equipment, use optimized resources at the workplace, and comply with industry &amp; organizational Requirements NOS Version No. 2 NSQF Level: 3</b>	<b>12:00 hrs</b>	<b>18:00 hrs</b>	--	--	<b>30:00 hrs</b>
Module 1: Compliance with health, safety, and security requirements	02:00 hrs	04:00 hrs	--	--	06:00 hrs
Module 2: Maintain hygiene and sanitation	02:00 hrs	04:00 hrs	--	--	06:00 hrs
Module 3: Maintain the work area	01:00 hrs	03:00 hrs	--	--	04:00 hrs
Module 4: Perform the maintenance operations	01:00 hrs	03:00 hrs	--	--	04:00 hrs
Module 5: Compliance with industry, regulatory and organizational requirements	01:00 hrs	01:00 hrs	--	--	02:00 hrs
Module 6: Respect diversity	03:00 hrs	01:00 hrs	--	--	04:00 hrs
Module 7: Material conservation practices	00:50 hrs	00:50 hrs	--	--	01:00 hrs
Module 8: Energy/electricity conservation practices	01:00 hrs	01:00 hrs	--	--	02:00 hrs
Module 9: Effective waste management/recycling practices	00:50 hrs	00:50 hrs	--	--	01:00 hrs
<b>DGT/VSQ/N0101 - Employability Skills (30 hours) NOS Version No. – 1.0 NSQF Level – 3</b>	<b>00:00 hrs</b>	<b>30:00 hrs</b>	--	--	<b>30:00 hrs</b>
<b>Total Duration</b>	<b>90:00 hrs</b>	<b>240:00 hrs</b>	---	<b>120:00 hrs</b>	<b>330:00 hrs</b>

## Module Details

### Overview of the industry - Orientation

#### Terminal Outcomes:

At the end of this module, the learner should have acquired the listed knowledge and skills.

- Tell about the footwear industry and different types of job roles available there
- Describe about the materials used in both leather footwear and non-leather footwear and their properties.
- Identify the different types of samples & their products.
- Explain the roles and responsibilities of the stitching machine operator.

<b>Duration:</b> 03:00	<b>Duration:</b> 00:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe about the size and scope of the footwear industries</li> <li>• Discuss the leather &amp; non-leather industry, stitching operation in footwear sector and generic skills</li> <li>• Understand various materials and their types &amp; properties.</li> <li>• Explain the roles and responsibilities of a stitching Operator.</li> <li>• Describe the different technical terms used footwear industry.</li> <li>• Read the documents that are necessary for them to read to carry out operator's task</li> </ul>	<ul style="list-style-type: none"> <li>• NIL</li> </ul>
<b>Classroom Aids:</b>	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
<b>Tools, Equipment and Other Requirements</b>	
Trainer Guide/Facilitator Guide, Layout of footwear industry, different job roles list.	

## Preparation materials and machines for stitching operations

**Mapped to NOS: LSS/N5805**

### Terminal Outcomes:

At the end of this module, the learner should have acquired the listed knowledge and skills.

- Prepare the raw materials for stitching operation.
- Prepare the machines before the stitching operations.
- Handle the raw materials carefully for stitching
- Check the raw materials according to their specifications
- Check the needle, thread, stitch length is as per the specification given
- Wear proper PPE's during stitching operation

<b>Duration: 10:00</b>	<b>Duration: 22:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the properties of leather &amp; non-leather materials used for stitching</li> <li>• Arrange the materials as required for the production</li> <li>• Understand the basic power requirements and maintenance of the stitching machine</li> <li>• List down the machine checklist before operating the stitching machine</li> <li>• List down the different types of stitching machine going to be used</li> <li>• Discuss the important safety related observation &amp; issues</li> <li>• Describe the Standard Operating Procedure to be followed while using different types of stitching machine like flat bed, post bed, cylindrical, zig zag, etc.,</li> </ul>	<ul style="list-style-type: none"> <li>• Check the materials for any defects</li> <li>• Inspect the given stitching machine</li> <li>• Check the power connection, needle safety guard, motor safety guards on the machine</li> <li>• Perform the test run on the given machine</li> <li>• Inspect the machine for any defaults</li> <li>• Inspect the power cable, switch, safety guards, needle plate, etc.,</li> </ul>
<b>Classroom Aids:</b>	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
<b>Tools, Equipment and Other Requirements</b>	
Flatbed sewing machine, Post bed sewing machine, Printed sewing practice sheets, Needle guard set up, Scale, Bobbin with case, Scissors, stitching awl, Divider, Hammer/mallet, Needles of different sizes, threads of different sizes, Pasting cane, Adhesive, sample materials, Attendance, job card model, weekly production plan model, sample materials for stitching practice, fusing/reinforcement materials, sample job specifications, PPE's, waste bins, Quality record sheet, Trainer/Facilitator Guide, Participant Hand Book	

## Perform hand stitching process on leather and non-leather footwear

**Mapped to NOS: LSS/N2202**

### Terminal Outcomes:

At the end of this module, the learner should have acquired the listed knowledge and skills.

- Understand the various functions on the production departments.
- Prepare the machines before the stitching operations
- Check the needle, thread and materials required for carrying out stitching operation
- Set the machine controls for the materials being stitched
- Select the right sewing machine, needle, threads as per the specification on the job card
- Check the components as per colour and size.
- Stitch the correct materials in the right sequence as required by the production specification/sample.
- Carry out basic maintenance machinery and keep them clean after use.
- Maintain the production target, quality record and other documents.

Duration: 15:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Understand the types of stitching machines used for making footwear</li> <li>• Explain various parts of a sewing machine and their application.</li> <li>• Explain various types of Leather/fabrics/apparels in footwear.</li> <li>• Explain the importance of machine, needle, foot needle guard and spool checks.</li> <li>• Identify the various footwear parts.</li> <li>• Explain the details available in the Job card and specification file.</li> <li>• Understand the characteristics of fabric materials and how they differ with each other.</li> <li>• Describe the various parts of footwear or sandals upper like toe/vamp, quarter, straps, zips, buckles, Velcro, etc.,</li> <li>• Understand the various closing process to manufacture footwear from the raw material given.</li> <li>• Identify the different types of needles and describe the procedure to follow in case of needle breaks.</li> <li>• Identify the typical faults of stitching machines and methods to rectify them.</li> <li>• Select the correct machine and equipment to be used and keep them in readiness.</li> <li>• Report defective machines, tools and equipment to the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Check components for colour, size and other parameters before stitching.</li> <li>• Check the equipment prior to stitching, including correct tools, correct attachments, changing needles, changing threads, changing awls, correct timing.</li> <li>• Demonstrate the process of adjusting thread tension, increase or decrease the foot pressure, adjusting stitch length/size.</li> <li>• Demonstrate the process of bobbin winding, changing bobbin, adjusting bobbin case, changing needle plate.</li> <li>• Identify the different types of needles and describe the procedure to follow in case of needle breaks.</li> <li>• Check if fabric / Component is correctly marked and pieces cut as required.</li> <li>• Perform the stitching operations by holding materials together in correct sequence as required by the production specifications /sample.</li> <li>• Ensure stitched product conforms to shape and size requirement.</li> <li>• Interpret various thread thickness, shade and sizes and parts of needles.</li> <li>• Inspect stitched products against specifications.</li> <li>• Optimize the positioning and layout of materials to ensure a smooth and rapid throughput.</li> </ul>



<ul style="list-style-type: none"> <li>• Agree upon work targets with your supervisor and check for special instructions, if any.</li> <li>• Identify the potential hazards associated with the machines and the safety precautions that must be taken.</li> </ul>	<ul style="list-style-type: none"> <li>• Sort and place work to the next stage of production and minimize the risk of damage.</li> <li>• Ensure that the work area is free from hazards.</li> <li>• Carry out Operations at a rate which maintains workflow and meets production targets.</li> <li>• Carry out basic maintenance of machinery and keep them clean after use.</li> <li>• Complete forms, records and other documentation</li> </ul>
<b>Classroom Aids:</b>	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
<b>Tools, Equipment and Other Requirements</b>	
Scale, Scissors, stitching awl, Divider, Hammer/mallet, Needles of different sizes, threads of different sizes, Pasting cane, Adhesive, sample materials, Attendance, job card model, weekly production plan model, sample materials for stitching practice, fusing/reinforcement materials, sample job specifications, PPE's, waste bins, Quality record sheet, Trainer/Facilitator Guide, Participant Hand Book	

## Perform Machine stitching process on leather & non-leather footwear

**Mapped to NOS: LSS/N2203**

### Terminal Outcomes:

At the end of this module, the learner should have acquired the listed knowledge and skills.

- Understand the various functions on the production departments.
- Check the tools and equipment
- Prepare the machines before the stitching operations
- Check the needle, thread and materials required for carrying out stitching operation
- Set the machine controls for the materials being stitched
- Select the right sewing machine, needle, threads as per the specification on the job card
- Check the components as per colour and size.
- Stitch the correct materials in the right sequence as required by the production specification/sample.
- Carry out basic maintenance machinery and keep them clean after use.
- Wear proper PPE like hand safety goggles, gloves
- Maintain the production target, quality record and other documents.

Duration: 30:00	Duration: 90:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Understand the types of stitching machines used for making Footwear</li> <li>• Explain various parts of a sewing machine and their application.</li> <li>• Explain various types of Leather/fabrics/apparels in bags and soft luggage.</li> <li>• Explain the importance of machine, needle, foot needle guard and spool checks.</li> <li>• Identify the various footwear parts.</li> <li>• Explain the details available in the Job card and specification file.</li> <li>• Understand the characteristics of fabric materials and how they differ with each other.</li> <li>• Describe the various parts of footwear or sandals upper like toe/vamp, quarter, straps, zips, buckles, Velcro, etc.,</li> <li>• Understand the various closing process to manufacture footwear from the raw material given.</li> <li>• Identify the different types of needles and describe the procedure to follow in case of needle breaks.</li> <li>• Identify the typical faults of stitching machines and methods to rectify them.</li> <li>• Select the correct machine and equipment to be used and keep them in readiness.</li> </ul>	<ul style="list-style-type: none"> <li>• Check components for colour, size and other parameters before stitching.</li> <li>• Check the equipment prior to stitching, including correct tools, correct attachments, changing needles, changing threads, changing awls, correct timing.</li> <li>• Demonstrate the process of adjusting thread tension, increase or decrease the foot pressure, adjusting stitch length/size.</li> <li>• Demonstrate the process of bobbin winding, changing bobbin, adjusting bobbin case, changing needle plate.</li> <li>• Identify the different types of needles and describe the procedure to follow in case of needle breaks.</li> <li>• Check if fabric / Component is correctly marked and pieces cut as required.</li> <li>• Perform the stitching operations by holding materials together in correct sequence as required by the production specifications /sample.</li> <li>• Ensure stitched product conforms to shape and size requirement.</li> <li>• Interpret various thread thickness, shade and sizes and parts of needles.</li> <li>• Inspect stitched products against specifications.</li> </ul>

<ul style="list-style-type: none"> <li>• Report defective machines, tools and equipment to the supervisor</li> <li>• Agree upon work targets with your supervisor and check for special instructions, if any.</li> <li>• Identify the potential hazards associated with the machines and the safety precautions that must be taken.</li> <li>• Understand the basic power requirements and maintenance of the stitching machine</li> </ul>	<ul style="list-style-type: none"> <li>• Optimize the positioning and layout of materials to ensure a smooth and rapid throughput.</li> <li>• Sort and place work to the next stage of production and minimize the risk of damage.</li> <li>• Ensure that the work area is free from hazards.</li> <li>• Carry out Operations at a rate which maintains workflow and meets production targets.</li> <li>• Carry out basic maintenance of machinery and keep them clean after use.</li> <li>• Complete forms, records and other documentation</li> </ul>
<b>Classroom Aids:</b>	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
<b>Tools, Equipment and Other Requirements</b>	
Flatbed sewing machine, Post bed sewing machine, Printed sewing practice sheets, Needle guard set up, Pressing table with iron box for fusing/reinforcement, Scale, Bobbin with case, Scissors, stitching awl, Divider, Hammer/mallet, Needles of different sizes, threads of different sizes, Pasting cane, Adhesive, sample materials, Attendance, job card model, weekly production plan model, sample materials for stitching practice, fusing/reinforcement materials, sample job specifications, PPE's, waste bins, Quality record sheet, Trainer/Facilitator Guide, Participant Hand Book	

## Contribute to achieving the product quality in stitching operations footwear

### Mapped to NOS: LSS/N2204

#### Terminal Outcomes:

At the end of this module, the learner should have acquired the listed knowledge and skills.

- Describe the quality systems in the stitching process practiced in the organization.
- Check the stitching is done properly as per the design specifications.
- Find the problem caused by man, machine, materials or methods.
- Maintain the continuity of production process with minimum interactions and down time.
- Explain the type of problems with quality and how to report it.
- Identify the potential failures like stitch break, length variation, loop stitch, thread tension, needle break, timing change etc.,
- Carryout quality checks at the specific intervals according to instructions or by their own.

Duration: 20:00	Duration: 50:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Describe safe working practices and organizational procedures</li> <li>• Explain quality systems in the stitching processes practiced in the organization.</li> <li>• Explain the root cause of the problem by analysing it.</li> <li>• List down the different types of quality issues in the stitching process.</li> <li>• Understand the different types of quality issues like stitch break, length variation, loop stitch, thread tension, needle break, timing change etc.,</li> <li>• Describe different techniques and methods used to detect faults.</li> <li>• Identify the different types of faults that are likely to be found and how to put them right.</li> <li>• Identify the materials required based on the job card/ work ticket.</li> <li>• Explain types of problems with quality and how to report them to appropriate people.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret equipment operating procedures / manufacturer's instructions.</li> <li>• Respond as per organisational procedure when materials do not conform to company quality standards.</li> <li>• Fault-find materials and components for creased, stained, damage and incorrectly made up component parts</li> <li>• Report and replace identified faulty materials and component parts which do not meet specifications.</li> <li>• Demonstrate the modifiable defects and rework on them.</li> <li>• Show the effects of stitch/seam not performed well.</li> <li>• Illustrate the reasons for keeping stitched items out of contamination.</li> <li>• Carry out quality checks at specified intervals according to instructions.</li> <li>• Perform work with safety and at a rate which maintains workflow.</li> </ul>
<b>Classroom Aids:</b>	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
<b>Tools, Equipment and Other Requirements</b>	
Flatbed sewing machine, Post bed sewing machine, Printed sewing practice sheets, Needle guard set up, Pressing table with iron box for fusing/reinforcement, Scale, Bobbin with case, Scissors, stitching awl, Divider, Hammer/mallet, Needles of different sizes, threads of different sizes, Pasting cane, Adhesive, sample materials, Attendance, job card model, weekly production plan model, sample materials for stitching practice, fusing/reinforcement materials, sample job specifications, PPE's, waste bins, Quality record sheet, Trainer/Facilitator Guide, Participant Hand Book	

## Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace and comply with industry & organizational Requirements.

**Mapped to NOS: LSS/N8601**

### Terminal Outcomes:

At the end of this module, the learner should have acquired the listed knowledge and skills.

- Explain and demonstrate the health & safety procedures related to the workplace by proper use of PPEs, handling of hazards, etc.,
- Maintain the hygiene and sanitation at the workplace.
- Perform the fire safety mock drill, firefighting equipment usage, emergency evacuation process, safe assembly points.
- Carry out environmental management systems in the workplace.
- Carry out basic first aid techniques for the emergency.
- Describe the practice of the correct lifting & Handling procedures and a comfortable working position.
- Check the machine guards, safety switches are working properly & carry out safe working practices.
- Perform the running maintenance of tools, equipment & machines as scheduled.
- Follow the importance of having an ethical and value-based approach & carry out this per the regulations.
- Describe the benefits of following organizational norms for values and ethics.
- Interpret correctly legal, regulatory and ethical requirements specific to the industry and can follow the procedures.
- Explain the respect of social diversity at the workplace
- Conserve the materials while performing sample making operation
- Optimize the electricity and other energy on the sample making operation
- Understand the energy utilization and their effect on global warming and environment
- Know types of wastes related to the production process

Duration: 12:00	Duration: 18:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain health and safety-related practices applicable at the workplace including general hazards or risk that can lead to accidents</li> <li>• Explain the sanitation and social distancing importance in the workplace.</li> <li>• Explain various personal protective equipment and their method of use</li> <li>• List potential hazards, risks, and threats based on the nature of operations</li> <li>• Describe the ill-effects of alcohol, tobacco, and drugs. Maintain a healthy lifestyle and guard against dependency on intoxicants</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate wearing different personal protective equipment as per protocol</li> <li>• Carry out environmental management system related operations at the workplace.</li> <li>• Demonstrate personnel hygiene, sanitation and social distancing importance at the workplace.</li> <li>• Carry out the mock drill for firefighting, emergency exit escape routes, emergency equipment usage and assembling, etc.,</li> <li>• Carry out basic first aid procedures for emergencies.</li> </ul>

<ul style="list-style-type: none"> <li>• State details of personnel trained in first aid, fire-fighting and emergency response</li> <li>• Describe actions to take in the event of a mock drill/ evacuation procedures or actual accident, emergency or fire.</li> <li>• Describe safe working practices for tools, machines &amp; equipment.</li> <li>• Describe the method &amp; procedures to keep the records during the production process.</li> <li>• Explain the importance of keeping accurate records for quality.</li> <li>• Check the machine guards are properly fixed and handling methods to move waste &amp; debris accurately</li> <li>• State the importance of having an ethical and value-based approach.</li> <li>• Describe the benefits of following organizational norms.</li> <li>• Interpret correctly legal, regulatory and ethical requirements specific to the leather industry.</li> <li>• Identify procedures to follow if legal, regulatory and ethical requirements of an organization are not met.</li> <li>• Identify and report any possible deviation to ethical requirements.</li> <li>• Describe what is social diversity and treating everyone without any personnel bias based on the gender, disability, caste, religion, colour, sexual orientation and culture.</li> <li>• Describe the energy utilization and how it is related to global warming and environment.</li> <li>• Explain the ways to save electricity and other energy while performing any operations.</li> <li>• List down the wastes Based on non-cyclable, hazardous and recyclable types</li> </ul>	<ul style="list-style-type: none"> <li>• Store materials and equipment as per manufacturer's and organizational prerequisites</li> <li>• Supervise the workplace and work processes for potential risks and threats.</li> <li>• Practice the correct lifting &amp; handling procedures.</li> <li>• Demonstrate a comfortable position with correct posture while working.</li> <li>• Carry out the safe working practices for cleaning &amp; maintenance of equipment according to schedule.</li> <li>• Carry out the process control of machines where heat, pressure and time parameters applicable as per the SOPs.</li> <li>• Perform the running maintenance of tools, equipment &amp; machines as scheduled.</li> <li>• Complete &amp; store the respective records and documents. Carry out work functions following legislation and regulations, organizational guidelines and procedures</li> <li>• Follow the policies and procedures within the work practices</li> <li>• Design the policies with the behavioural mindset of workers to comply with the standards.</li> <li>• Recognize the indicators of harassment and discrimination based on gender, disability, caste, religion, colour, sexual orientation and culture at the workplace.</li> <li>• Report the incident of harassments and discriminating to the appropriate authority.</li> <li>• Respect the personal and professional space of others</li> <li>• Perform the electricity saving process while sample making operations like switching off machines, lights, fans when in idle conditions.</li> <li>• Demonstrate the use of natural ventilation and lighting system</li> <li>• Segregate the wastes based on the types</li> <li>• Deposited these types of wastes in identified locations</li> </ul>
<b>Classroom Aids:</b>	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
<b>Tools, Equipment and Other Requirements</b>	
PPEs, firefighting cylinders, hoses, oxygen cylinders, dust bin, Sanitizers, Grease, lubricant oil, thermometer, stopwatch, cleaning agent, Sample Legal documents according to factories act, Material Safety Data Sheet (MSDS), Needle breakup policy, Sharp tools audit policy, SOP for electrical instrument handling, Trainer/Facilitator Guide, Participant Hand Book	

## Employability Skills

**Mapped to NOS: DGT/VSQ/N0101**

### Terminal Outcomes:

At the end of this module, the learner should have acquired the listed knowledge and skills.

- Discuss the importance of Employability Skills in meeting the job requirements
- Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen
- Show how to practice different environmentally sustainable practices
- Discuss 21st century skills
- Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mind-set in different situations
- Use appropriate basic English sentences/phrases while speaking
- Demonstrate how to communicate in a well -mannered way with others
- Demonstrate working with others in a team
- Show how to conduct oneself appropriately with all genders and PwD
- Discuss the significance of reporting sexual harassment issues in time
- Discuss the significance of using financial products and services safely and securely
- Explain the importance of managing expenses, income, and savings
- Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws
- Show how to operate digital devices and use the associated applications and features, safely and securely
- Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely
- Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges
- Differentiate between types of customers
- Explain the significance of identifying customer needs and addressing them
- Discuss the significance of maintaining hygiene and dressing appropriately
- Create a biodata
- Use various sources to search and apply for jobs
- Discuss the significance of dressing up neatly and maintaining hygiene for an interview
- Discuss how to search and register for apprenticeship opportunities

<b>Duration:</b> 00:00	<b>Duration:</b> 30:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Discuss the importance of Employability Skills in meeting the job requirements</li> <li>Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.</li> <li>Show how to practice different environmentally sustainable practices</li> <li>Discuss 21st Century skills</li> <li>Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations</li> <li>Demonstrate how to communicate in a well -mannered way with others</li> <li>Demonstrate working with others in a team</li> <li>Show how to conduct oneself appropriately with all genders and PwD</li> <li>Show how to operate digital devices and use the associated applications and features, safely and securely</li> <li>Differentiate between types of customers</li> <li>Create a biodata</li> <li>Use various sources to search and apply for jobs</li> <li>Describe opportunities as an entrepreneur</li> </ul>
<b>Classroom Aids:</b>	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
<b>Tools, Equipment and Other Requirements</b>	



# Annexure

## Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate in any discipline.		4	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
Diploma in any discipline		4	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
12 <sup>th</sup> Class		5	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared

Trainer Certification	
Domain Certification	Platform Certification
LSS/Q2501 - Stitching Operator – Footwear	MEP/Q2601 – Trainer

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessments Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate in any discipline.		4	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
Diploma in any discipline		4	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
12 <sup>th</sup> Class		5	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared

Assessor Certification	
Domain Certification	Platform Certification
LSS/Q2501 - Stitching Operator – Footwear	MEP/Q2701 – Assessor

## Assessment Strategy

### Assessment system Overview

Assessment will be carried out by LSSC with no link to training partners. Based on the results of the assessment, LSSC will certify the candidates who have scored a minimum pass percentage.

The assessment will have both theory and practical components in 30:70 ratios.

The assessment consists of two-component

1. Cognitive (Knowledge-based)
  - a. It is a summative assessment consist of 20 theory questions with multiple choice equally distributed to NOS present in the qualification pack.
  - b. This will test their knowledge & understanding of the theory concept covered in the training part.
2. Psychomotor (Skill based)
  - a. It is formative assessment consist of practical demonstration & performance of the job role as per the NOS (including VIVA)
  - b. This will test their skill and application of practical concepts on the QP.

### Testing Environment

The training partner (TP) has to share the following data

1. Batch start and end date
2. Number of candidates
3. Name of candidates with photo & identity card details.
4. Job role
5. Scheme (PMKVY, SSDM, special projects, etc.,)

Assessment will be fixed for a day after the end date of the training. It could be the next day or later. Assessment will be conducted at the training venue. Room, where assessment is conducted, will be set with proper seating arrangements with enough space to prevent copying.

Assessment for Theory and practical is conducted on the same day and needed resources for assessment like machines, materials, etc., can be used from the same training centre.

### Assessment procedure and quality assurance

1. On assessment day, the assessor gives an orientation to the trainees covering the structure of the assessment, the use of the tab, and general instructions.
2. The assessor has to check the candidate's attendance percentage as per the scheme criteria.
3. The sequence of components within the assessment, i.e. theory, practical, viva, is flexible.
4. The assessor takes a call depending on the total time duration, number of candidates, availability of equipment, etc.
5. Theory assessment will be done batch-wise and practical assessment will be done, individual candidates.
6. Most assessments include some form of online testing. Even in regions with low internet connectivity, it is easy to do online assessments. The tabs used by assessment agencies store the data and upload it once the network is connected.

7. During the assessment, the assessor can put marks directly or also can record short video relevance to practical questions on how candidates are doing and submitted on the portal and it valuated and marks distribute.
8. Either LSSC or assessment agency will upload the marks in SIP or it will be approved by LSSC within 7 days of assessment.