



# Model Curriculum

**QP Name: Cutter - Footwear**

**QP Code: LSS/Q2301**

**QP Version: 5.0**

**NSQF Level: 3**

**Model Curriculum Version: 3.0**

Leather Sector Skill Council || Leather Sector Skill Council (LSSC), GCV House, Nungambakkam High Road,  
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## Training Parameters

<b>Sector</b>	Leather
<b>Sub-Sector</b>	Footwear
<b>Occupation</b>	Cutting
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/ 8156.0701
<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 leather or fabric cutting 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>	19/12/2018
<b>QP Version</b>	5.0
<b>Model Curriculum Creation Date</b>	31/03/2018
<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 leather/non-leather footwear production line.
- Prepare the raw materials for cutting process
- Demonstrate the cutting of raw materials to produce the footwear.
- Conduct a quality inspection in cutting operations and identify faults, trace the causes for faults, and check that the work is done properly.
- Prepare reports and documentation related to the cutting 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/N5312 – Preparation of raw material for cutting operations</b> <b>NOS Version No. 1</b> <b>NSQF Level: 3</b>	<b>10:00 hrs</b>	<b>20:00 hrs</b>	--	<b>20:00 hrs</b>	<b>30:00 hrs</b>
Module 1: Prepare for hand cutting operations	02:00 hrs	04:00 hrs	--	--	06:00 hrs
Module 2: Prepare for machine cutting operations	04:00 hrs	08:00 hrs	--	10:00 hrs	12:00 hrs
Module 3: Handling the raw materials	04:00 hrs	08:00 hrs	--	10:00 hrs	12:00 hrs
<b>LSS/N2303 – Carry out hand cutting operations for production of leather &amp; non leather products</b> <b>NOS Version No. 1</b>	<b>17:00 hrs</b>	<b>30:00 hrs</b>	--	<b>20:00 hrs</b>	<b>47:00 hrs</b>

<b>NSQF Level: 3</b>					
<b>LSS/N2304 – Carry out cutting operations using machines for the production of footwear</b> <b>NOS Version No. 1</b> <b>NSQF Level: 3</b>	<b>25:00 hrs</b>	<b>95:00 hrs</b>	--	<b>70:00 hrs</b>	<b>120:00 hrs</b>
<b>LSS/N2305 – Contribute achieving product quality in cutting operations on footwear</b> <b>NOS Version No. 1</b> <b>NSQF Level: 3</b>	<b>23:00 hrs</b>	<b>47:00 hrs</b>	--	<b>10:00 hrs</b>	<b>70:00 hrs</b>
Module 1: Perform quality checks on materials & Equipment	08:00 hrs	17:00 hrs	--	--	25:00 hrs
Module 2: Achieve product quality in cutting 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</b> <b>NOS Version No. 2</b> <b>NSQF Level: 4</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)</b> <b>NOS Version No. – 1.0</b> <b>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 the program, 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 of raw material for cutting operations

**Mapped to NOS: LSS/N5312**

### Terminal Outcomes:

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

- Understand the various functions on the production departments.
- Identify the type of leather/fabrics and apparel materials given.
- Prepare the tools for hand cutting like rubber mate, Cutting Knife/NT Cutter, cutting scissor, cutting table, proper lighting systems.
- Prepare the machines for cutting like swing arm cutting machine, beam cutting machine, cutting board, nylon board planning machine, proper lighting systems.
- Check the cutting die edges are correct without damages
- Maintain the production target, quality record and other documents.
- Analyses the production plan for cutting as per style/product/category/class.
- 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.
- Carry out basic maintenance machinery and keep them clean after use.
- Maintain the production target, quality record and other documents.

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain various types of leather, fabrics/apparels in footwear</li> <li>• Explain the process of storing the raw materials as per specification sheet.</li> <li>• List down the different types of tools required for hand cutting like rubber mate, Cutting Knife/NT Cutter, cutting scissor, cutting table, proper lighting systems.</li> <li>• Prepare the machines for cutting like swing arm cutting machine, beam cutting machine, cutting board, nylon board planning machine, proper lighting systems</li> <li>• Understand the proper nesting of patterns before cutting to save the materials.</li> <li>• Understand the types of cutting tools and equipment used in footwear industry.</li> <li>• Explain the importance to identify different types of material faults.</li> <li>• Identify the various footwear parts.</li> <li>• Explain the details available in the Job card and specification file.</li> </ul>	<ul style="list-style-type: none"> <li>• Sort the leather, fabrics and apparel materials as per their colour, thickness and other physical properties.</li> <li>• Check components for colour, size and other parameters before cutting.</li> <li>• Perform nesting of patterns by size or volume in order to save the materials.</li> <li>• Demonstrate the process of cutting components by hand &amp; machine</li> <li>• Demonstrate the types of fabric layering techniques like face over face, face over back, etc.</li> <li>• Carry out the cutting process for technical fabrics like Gore-Tex, neoprene and Kevlar materials which is less resistance to sharp objects.</li> <li>• Check the correct number of components cut as per the specification sheet/Job card</li> <li>• Ensure cutter product conforms to shape and size requirement.</li> <li>• Inspect the cut products against specifications.</li> <li>• Perform the marker for details like grain line, notches, part name.</li> <li>• Sort and place work to the next stage of production and minimize the risk of damage.</li> </ul>

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| <ul style="list-style-type: none"> <li>• Understand the characteristics of leather and fabric materials and how they differ with each other.</li> <li>• Describe the various leather laying techniques in cutting.</li> <li>• Understand the various types of fabric layering techniques like face over face, face over back, etc.</li> <li>• Identify the marker for details like grain line, notches, part name, clarity of marking, complete for all components etc.</li> <li>• Report defective materials, 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> </ul> | <ul style="list-style-type: none"> <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> |
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#### Classroom Aids:

Computer, projector, printer, student table, whiteboard/flip chart, marker, duster

#### Tools, Equipment and Other Requirements

Mini marker patterns, marker soft copy, pattern marker hard copy, trimmers, cutting table, cutting mate, marker, cutting scissors, rubber band, electrical round knife, band knife, Swing arm cutting machine, Beam cutting machine/platting machine, cutting patterns, Dies, Sharpening stone, Cutting knife/Khurmi/NT cutter, Attendance, job card model, weekly production plan model, sample materials for hand cutting practice, sample job specifications, PPE's, waste bins, Quality record sheet, Trainer/Facilitator Guide, Participant Hand Book



## Carry out hand cutting operation for the production of leather & non-leather products

**Mapped to NOS: LSS/N2303**

### Terminal Outcomes:

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

- Identify the type of leather or fabrics materials given.
- Prepare the tools for cutting operations.
- Calculate the number of components needed for production
- Carry out basic maintenance tools and keep them clean after use.
- Maintain the production target, quality record and other documents.
- Analyses the production plan for cutting as per style/product/category/class.
- 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.

Duration: 17:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Identify tools and quality of materials required for hand cutting</li> <li>• Select the tools and materials for the work</li> <li>• Explain various types of Leather and fabrics/apparels used for footwear</li> <li>• Explain the importance to identify different types of material faults.</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 leather Is and how they differ with each other.</li> <li>• Understand the various types of leather and fabric layering techniques like face over face, face over back, etc.</li> <li>• Identify the marker for details like grain line, notches, part name, clarity of marking, complete for all components etc.</li> <li>• Identify the typical faults of cutting machines and methods to rectify them.</li> <li>• Select the appropriate tools and equipment's required for cutting.</li> <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 tools and the safety precautions that must be taken.</li> </ul>	<ul style="list-style-type: none"> <li>• Check components for colour, size and other parameters before cutting.</li> <li>• Check the equipment prior to cutting, including correct tools, correct dies, correct size.</li> <li>• Demonstrate the process of cutting components.</li> <li>• Carry out the precautions required for cutting of special printed/foil printed leather like using paper cover on cutting board, wearing gloves etc.,</li> <li>• Identify the precautions required for cutting of specialty fabric design/motif like check designs, plaids, prints, etc.</li> <li>• Ensure cutter product conforms to shape and size requirement.</li> <li>• Demonstrate laying of the materials considering the type of texture, weave, print.</li> <li>• Inspect clicked products against specifications.</li> <li>• Perform the marker for details like grain line, notches, part name.</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>• Complete forms, records and other documentation</li> </ul>
<b>Classroom Aids:</b>	

Computer, projector, printer, student table, whiteboard/flip chart, marker, duster

#### **Tools, Equipment and Other Requirements**

Mini marker patterns, marker soft copy, pattern marker hard copy, trimmers, cutting table, cutting mate, marker, cutting scissors, rubber band, cutting patterns, Dies, Sharpening stone, Cutting knife/Khurmi/NT cutter, Attendance, job card model, weekly production plan model, sample materials for hand cutting practice, sample job specifications, PPE's, waste bins, Quality record sheet, Trainer/Facilitator Guide, Participant Hand Book

## Carry out cutting operations using machines for the production of footwear

**Mapped to NOS: LSS/N2304**

### Terminal Outcomes:

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

- Understand the various functions on the footwear production departments.
- Identify the type of leather, fabrics and apparel materials given.
- Identify the types of cutting machines and equipment's used in footwear industry
- Select the right cutting machine as per the specification on the job card.
- Understand the operations and handling of swing arm cutting machines, travelling head/beam cutting machines, rotary blade cutter, straight blade cutter.
- Carry out basic maintenance machinery and keep them clean after use.
- Maintain the production target, quality record and other documents.
- 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.

Duration: 25:00	Duration: 95:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Understand the types of cutting machines used in footwear industry.</li> <li>• Describe the various properties of leather or materials given like tensile/tear strength, handling, color fastness, how much pressure required to cut</li> <li>• Explain various parts of a swing arm &amp; Beam cutting and their application.</li> <li>• Explain various types of Leather and fabrics</li> <li>• Identify the various footwear parts.</li> <li>• Explain the details available in the Job card and specification file.</li> <li>• Calculate the number of components need for a pair of footwear</li> <li>• Understand the characteristics of fabric materials and how they differ with each other.</li> <li>• Describe the various cutting machines used in bags and luggage industry.</li> <li>• Understand the various types of fabric layering techniques like face over face, face over back, etc.</li> <li>• Identify the marker for details like grain line, notches, part name, clarity of marking, complete for all components etc.</li> <li>• Identify the typical faults of cutting machines and methods to rectify them.</li> <li>• Select the appropriate tools and equipment's required for cutting.</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 cutting.</li> <li>• Check the equipment prior to cutting, including correct tools, correct dies, correct size.</li> <li>• Demonstrate the process of cutting components.</li> <li>• Demonstrate the types of fabric layering techniques like face over face, face over back, etc.</li> <li>• Check if Leather/fabric component is correctly marked and pieces cut as required.</li> <li>• Perform the cutting operation out of different mechanisms of spreading like Manuel spreading, mechanical spreading, etc.</li> <li>• Ensure cutter product conforms to shape and size requirement.</li> <li>• Inspect clicked products against specifications.</li> <li>• Perform the marker for details like grain line, notches, part name.</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> </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>• 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>	
Mini marker patterns, marker soft copy, pattern marker hard copy, trimmers, cutting table, cutting mate, marker, cutting scissors, rubber band, electrical round knife, band knife, Beam cutting machine/platting machine, cutting patterns, Dies, Sharpening stone, Cutting knife/Khurmi/NT cutter, Attendance, job card model, weekly production plan model, sample materials for hand cutting practice, sample job specifications, PPE's, waste bins, Quality record sheet, Trainer/Facilitator Guide, Participant Hand Book	

## Contribute to achieving product quality in cutting operation on footwear

**Mapped to NOS: LSS/N2305**

### Terminal Outcomes:

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

- Describe the quality systems in the cutting process practiced in the organization.
- Check the cutting is done properly as per the job card/ 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 grain damages, flay cuts, defected in Fabric and apparel materials etc.
- Carryout quality checks at the specific intervals according to instructions or by their own.

Duration: 23:00	Duration: 47:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Ensure the cutting parts produced according to specifications/Sample leather swatch</li> <li>• Describe safe working practices and organizational procedures</li> <li>• Explain quality systems in the cutting processes practiced in the organization.</li> <li>• List down the different types of quality issues in the cutting process.</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 quality issues like colour mismatch, grain damage, flay cuts and defects in fabrics and how to report them to appropriate people.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out the regular quality checks and fault identification in process/final product</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 maximum use of cutting materials with minimal wastages</li> <li>• Demonstrate the modifiable defects and rework on them.</li> <li>• Show the effects of cutting is not performed well.</li> <li>• Maintain records and documents</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>	
Mini marker patterns, marker soft copy, pattern marker hard copy, trimmers, cutting table, cutting mate, marker, cutting scissors, rubber band, electrical round knife, band knife, Beam cutting machine/platting machine, cutting patterns, Dies, Sharpening stone, Cutting knife/Khurmi/NT cutter, Attendance, job card model, weekly production plan model, sample materials for hand cutting practice, 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/Q2301 – Cutter Footwear	MEP/Q2601 – Trainer

## Assessor Requirements

Assessor 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

Assessor Certification	
Domain Certification	Platform Certification
LSS/Q2301 – Cutter Footwear	MEP/Q2701 – Assessor

## Assessment Strategy

### Assessment system Overview

Assessment will be carried out by LSSC or by assessment partners 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 ratio.

The assessment consist 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.