



Model Curriculum

QP Name: Pre – Assembly Operator

QP Code: LSS/Q2601

QP Version: 4.0

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

Sector	Leather
Sub-Sector	Footwear
Occupation	Pre – Assembly Operations
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 8056.2501
Minimum Educational Qualification and Experience	<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>
Pre-Requisite License or Training	Knowledge of shoe upper making would be an added advantage
Minimum Job Entry Age	18 years
Last Reviewed On	17/11/2022
Next Review Date	17/11/2025
NSQC Approval Date	18/06/2015
QP Version	4.0
Model Curriculum Creation Date	31/03/2015
Model Curriculum Valid Up to Date	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.

- Gain knowledge on overview of footwear industry and generic skills
- Work in the leather/non-leather footwear production line.
- Learn and perform pre assembly operations in upper making like splitting, gimping, fusing, marking, etc.,
- Conduct a quality inspection in skiving operation and identify faults, trace the causes for faults, and check that the work is done properly.
- Prepare reports and documentation
- Perform basic maintenance of skiving machine
- Comply with health and safety measures in terms of personal safety and equipment safety relevant to shoemaking operations.
- Follow the instructional regularity and organizational requirements

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
LSS/N2601 – Carry out splitting operation in upper Footwear NOS Version No. 1 NSQF Level: 3	07:00 hrs	20:00 hrs	--	20:00 hrs	27:00 hrs
Module 1: Preparatory work	02:00 hrs	02:00 hrs	--	--	04:00 hrs
Module 2: Splitting operation	04:00 hrs	16:00 hrs	--	20:00 hrs	20:00 hrs
Module 3: Sorting & placing	01:00 hrs	02:00 hrs	--	--	03:00 hrs
LSS/N2602 – Carry out gimping operation NOS Version No. 1 NSQF Level: 3	05:00 hrs	25:00 hrs	--	--	30:00 hrs
Module 1: Preparatory work	00:00 hrs	02:00 hrs	--	--	02:00 hrs
Module 2: Gimping operation	04:00 hrs	21:00 hrs	--	--	25:00 hrs
Module 3: Sorting & placing	01:00 hrs	02:00 hrs	--	--	03:00 hrs
LSS/N2603 – Carry out ironing operation NOS Version No. 1 NSQF Level: 3	05:00 hrs	25:00 hrs	--	30:00 hrs	30:00 hrs
Module 1: Preparatory work	00:00 hrs	02:00 hrs	--	--	02:00 hrs
Module 2: Ironing activities	04:00 hrs	21:00 hrs	--	30:00 hrs	25:00 hrs
Module 3: Sorting & placing	01:00 hrs	02:00 hrs	--	--	03:00 hrs

LSS/N2604 – Carry out marking activities NOS Version No. 1 NSQF Level: 3	05:00 hrs	25:00 hrs	--	--	30:00 hrs
Module 1: Preparatory work	01:00 hrs	02:00 hrs	--	--	03:00 hrs
Module 2: Marking activities	04:00 hrs	23:00 hrs	--	--	27:00 hrs
LSS/N2605 – Carry out edge coloring activities NOS Version No. 1 NSQF Level: 3	05:00 hrs	25:00 hrs	--	--	30:00 hrs
Module 1: Preparatory work	00:00 hrs	02:00 hrs	--	--	02:00 hrs
Module 2: Edge coloring operation	04:00 hrs	21:00 hrs	--	--	25:00 hrs
Module 3: Sorting & placing	01:00 hrs	02:00 hrs	--	--	03:00 hrs
LSS/N2606 – Carry out pasting activities NOS Version No. 1 NSQF Level: 3	08:00 hrs	22:00 hrs	--	--	30:00 hrs
Module 1: Preparatory work	00:00 hrs	02:00 hrs	--	--	02:00 hrs
Module 2: Carry out pasting activities	01:00 hrs	14:00 hrs	--	--	15:00 hrs
Module 3: Sorting & placing	01:00 hrs	02:00 hrs	--	--	03:00 hrs
LSS/N2607 – Carry out hand folding activities NOS Version No. 1 NSQF Level: 3	10:00 hrs	20:00 hrs	--	30:00 hrs	30:00 hrs
Module 1: Preparatory work	00:00 hrs	02:00 hrs	--	--	02:00 hrs
Module 2: Carry out hand folding activities	01:00 hrs	14:00 hrs	--	30:00 hrs	25:00 hrs
Module 3: Sorting & placing	01:00 hrs	02:00 hrs	--	--	03:00 hrs
LSS/N2608 – Carry out eyeleting operation NOS Version No. 1 NSQF Level: 3	10:00 hrs	20:00 hrs	--	20:00 hrs	30:00 hrs
Module 1: Preparatory work	00:00 hrs	02:00 hrs	--	--	02:00 hrs
Module 2: Carry out eyeleting operations	01:00 hrs	14:00 hrs	--	20:00 hrs	25:00 hrs
Module 3: Sorting & placing	01:00 hrs	02:00 hrs	--	--	03:00 hrs
LSS/N2609 – Support to achieving product quality in footwear manufacturing NOS Version No. 1 NSQF Level: 3	20:00 hrs	10:00 hrs	--	20:00 hrs	30:00 hrs
LSS/N8601 – Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements NOS Version No. 2 NSQF Level: 4	12:00 hrs	18:00 hrs	--	--	30:00 hrs
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
DGT/VSQ/N0101 - Employability Skills (30 hours) NOS Version No. – 1.0 NSQF Level – 3	00:00 hrs	30:00 hrs	--	--	30:00 hrs
Total Duration	90:00 hrs	240:00 hrs	---	120:00 hrs	330:00 hrs

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.

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

Carry out splitting operation in upper Footwear

Mapped to NOS: LSS/N2601

Terminal Outcomes:

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

- Understand the various tools & equipment's used in splitting operation.
- Understand the physical characteristics of leather.
- Prepare and operate the splitting machine which is fitted with horizontal endless belt type knife to split hide edge ways to form two or more pieces or to give uniform thickness.
- Describe the splitting machine handling & operating procedure
- Understand how to place hide on machine table and smooth out wrinkles
- Measure the thickness of leather and adjust the machine if required
- Prepare the knife blade is sharpened automatically emery wheels fixed to machine

Duration: 07:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe various tools and equipment's used in splitting operation • Understand the different types splitting for different types of leather (Grain, Nubuck, Suede, etc.), Technically • Explain how to identify the type of leather and whether it is fit for splitting • Explain the characteristics of leather • Explain how to place the hide on machine table and smooth out wrinkles • Understand the process of sharpening the knife on the splitting machine • Identify the thickness of end product and adjust the machine if required • Report defective materials, tools and equipment to the supervisor • Agree upon work targets with your supervisor and check for specific instruction, if any 	<ul style="list-style-type: none"> • Check the type of leather, thickness and weather it is suitable for splitting • Various tools & equipment's used in splitting operation • Demonstrate the process of splitting leather cut components • Perform the split hides for accuracy and guide adjustments • Measure the thickness of splitted leather components • Inspect the splitted component against specification • Demonstrate the knife blade is sharpened automatically using emery wheel fixed to machine • Wear proper PPE's • Sort and place work to the next stage of production and minimize the risk of damage • Ensure that the work area if free hazards.
Classroom Aids:	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
Tools, Equipment and Other Requirements	
Splitting machine, Align key set, Spiral set, Brush, fitness gaze machine, Air blower, Oil can, Sample job specifications, PPE's, Waste bins, Trainer/facilitator guide, Participant hand book	

Carry out gimping operation

Mapped to NOS: LSS/N2602

Terminal Outcomes:

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

- Identify tools and equipment used in gimping
- Describe the process of gimping in footwear manufacturing
- Understand the necessity of gimping operation on the footwear
- Prepare work area for gimping operation
- Analyse the gimping for accuracy and adjust guides
- Assess health and safety measures

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the tools and equipment's used in gimping • Explain the process of gimping in footwear manufacturing • Describe how to prepare work area for gimping 	<ul style="list-style-type: none"> • Prepare the upper components and gimping scissors/tools • Demonstrate how to use the tools and equipment's used in gimping • Perform the processes of gimping in footwear • Demonstrate the work area preparation for gimping operation
Classroom Aids:	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
Tools, Equipment and Other Requirements	
Gimping tools, Revolving punch, Hammer, Mecca knife, Fibreboard, Sample job specifications, PPE's, Waste bins, Trainer/facilitator guide, Participant hand book	

Carry out ironing operation

Mapped to NOS: LSS/N2603

Terminal Outcomes:

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

- Understand the technical requirements like pressure, time and temperature for different types of leather
- Understand the ironing process for leather
- Prepare the machine and materials for ironing activities
- Identify the type of leather, whether it is fit for Ironing operation.
- Understand how to start the machine and adjusts the temperature
- Analyse the fused components for accuracy and adjust guides

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List down the ironing parameter required for the given component like temperature, pressure and time. • Various tools & equipment's used in ironing/fusing operation • Identify the type of leather & whether it is fit for ironing and fusing operation • Explain the characteristics of leather 	<ul style="list-style-type: none"> • Check the type of leather, its thickness and suitable for ironing and fusing • Set the machine parameters like temperature, pressure and dwell time on the ironing machine • Carry out in process checking of the parameters on the machine • Demonstrate the process of ironing/fusing
Classroom Aids:	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
Tools, Equipment and Other Requirements	
Iron box, Rotating Ironing machine, Sample job specifications, PPE's, Waste bins, Trainer/facilitator guide, Participant hand book	

Carry out marking activities

Mapped to NOS: LSS/N2604

Terminal Outcomes:

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

- Understand the importance of marking operations in upper
- Use different types of marking patterns and different types of marking tools like white pencil, air refill, white refill, screen print, etc.,
- Understand the marking process
- Explain the importance of accuracy in marking activities
- Describe these patterns are placed on the components and marked with a special marking pen with silver colour
- Understand how to place cut components on table to mark

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List down the marking equipment required for the marking like different type of marking refills, screen print pattern & jig, marking patterns etc., • List down the different types of marking patterns and jigs available. • Understand the importance of marking process • Explain the importance of accuracy in marking activities • Describe markings provided for positioning the components 	<ul style="list-style-type: none"> • Prepare the marking equipment's and patterns • Separate the patterns and marking jigs as per the size and models • Demonstrate how to use the equipment's and materials used for marking • Demonstrate the marking process • Perform the importance of accuracy in marking activities • Demonstrate how to place the patterns on the leather and mark with a special marking pen with silver colour
Classroom Aids:	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
Tools, Equipment and Other Requirements	
Plastic/Texon board marking Patterns, Marking jigs of standard size, white pencil, silver refill, job specifications, PPE's, Waste bins, Trainer/facilitator guide, Participant hand book	

Carry out edge colouring activities

Mapped to NOS: LSS/N2605

Terminal Outcomes:

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

- Understand the importance of edge burning and edge colouring
- Understand various types of dies used for edge colouring
- Identify the tools and materials used for edge burning and colouring
- Explain edge colouring process
- Describe edge inks are water based compositions containing waxes, gums and a pigment or a colour
- Explain the importance of accuracy in edge colouring
- Understand edge inks are made from acrylic emulsion containing aniline dyes
- Explain edge burning process
- Identifying suitable colour for upper

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Understand the process of edge colouring and edge burning • Explain various types of dies used for edge colouring • Explain the importance of accuracy in edge colouring • Explain edge inks are made from acrylic emulsion containing aniline dyes • Describe edge burning process • Narrate edge inks are water based compositions containing waxes, gums and a pigment or a colour 	<ul style="list-style-type: none"> • Perform how to operate the edge colouring & edge burning machine • Demonstrate how to use the tools and materials used for edge colouring & edge burning • Identifying suitable colour for upper • Wear proper PPE like hand gloves and face masks • Demonstrate the edge colouring & edge burning process • Perform the importance of accuracy in edge colouring & Edge burning
Classroom Aids:	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
Tools, Equipment and Other Requirements	
Edge burning rod, Brush, dies, cup, Sample job specifications, PPE's, Waste bins, Trainer/facilitator guide, Participant hand book	

Carry out pasting activities

Mapped to NOS: LSS/N2606

Terminal Outcomes:

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

- Understand the importance of pasting
- Identify the tools and materials used for pasting
- Demonstrate the pasting process
- Explain the importance of accuracy in pasting activities
- Explain various types of adhesives & its characteristics
- Describe how to maintain the working table while pasting

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the importance of pasting • Identify the tools and materials used for pasting • Explain the pasting process • Explain the importance of accuracy in pasting activities • Describe pasting provided for positioning the components • Explain various types of adhesives & its characteristics • Describe how to maintain the working table while pasting 	<ul style="list-style-type: none"> • Perform the importance of pasting components • Demonstrate how to use the tools and materials used for pasting • Wear proper PPE's like hand gloves and face masks • Demonstrate the pasting process • Perform the importance of accuracy in pasting • Demonstrate how to maintain the working table while pasting
Classroom Aids:	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
Tools, Equipment and Other Requirements	
Water based adhesive and solvent based adhesive, Pasting cane, Pasting cups, Brush, job specifications, PPE's, Waste bins, Trainer/facilitator guide, Participant hand book	

Carry out hand folding activities

Mapped to NOS: LSS/N2607

Terminal Outcomes:

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

- Tell about the hand folding operations and its importance in footwear
- Understand the different tools and equipment's used in folding
- Understand the different types of folding in footwear like straight, concave and convex folding
- Understand the allowances used for folding
- Identify the importance of reinforcement tape for folding
- Describe about the adhesives used for folding
- Explain the importance of accuracy in pasting activities for folding
- Describe how to maintain the working table while pasting
- Identify the tools and materials used for folding

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the hand folding operations and its importance in footwear • List down the different types of folding in footwear like straight, concave and convex folding • Identify the different tools and equipment used in folding like hammer, Kadapa stone, pasting cane, folding jig, etc., • Explain about the allowances used for folding • Identify the importance of reinforcement tape for folding • Explain the importance of accuracy in pasting activities for folding 	<ul style="list-style-type: none"> • Demonstrate hand folding operations and its importance in footwear • Perform the allowances used for folding • Carry out skiving operation for folding • Perform the importance of accuracy in pasting activities for folding • Demonstrate the uses of reinforcement tape and how to use the tape for folding • Perform the pasting process for folding • Carry out the tools and materials used for folding
Classroom Aids:	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
Tools, Equipment and Other Requirements	
Water based adhesive and solvent based adhesive, Pasting cane, Pasting cups, Brush, Reinforcement tape, job specifications, PPE's, Waste bins, Trainer/facilitator guide, Participant hand book	

Carry out eyeleting operation

Mapped to NOS: LSS/N2608

Terminal Outcomes:

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

-
- Tell about what is eyelet and purpose of eyelets
- Describe the process of eyeleting in footwear
- Explain the tools and equipment's used for eyeleting
- Identify the machines used for eyeleting operation
- Explain how to choose eyelet rivets according to the eyelets size
- Illustrate the different types eyelets and how to choose eyelets according to the color of upper
- Describe how to do eyeleting perfectly without cause any damage to the upper

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Identify the marking on the components to be eyeleted • Identify the suitable eyelet and eyelet punch • understand the process of eyeleting in footwear • Illustrate the different types eyelets and how to choose eyelets according to the colour of upper • Explain the machines used for eyeleting operation 	<ul style="list-style-type: none"> • Select suitable eyelets, eyelet punch size and eyeleting tool • Demonstrate what is eyelet and purpose of eyelets • Perform the process of eyeleting in footwear • Carry out the tools and equipment's used for eyeleting • Perform how to choose eyelet rivets according to the eyelets size • Demonstrate the machines used for eyeleting operation • Perform how to do eyeleting perfectly without cause any damage to the upper
Classroom Aids:	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
Tools, Equipment and Other Requirements	
Eyeleting hamper, Start punch/spreader, punches, Sample job specifications, PPE's, Waste bins, Trainer/facilitator guide, Participant hand book	

Support to achieving product quality in footwear manufacturing

Mapped to NOS: LSS/N2609

Terminal Outcomes:

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

- Understand the important of product checks
- Describe the pre assembly issues pertaining to quality in footwear like uneven folding, splitting, uneven fusing, etc.,
- Describe the process to identify the materials or processed components which do not conform the requirements
- Ensure the pre assembly operations are done accurately according to the specifications
- Identify, report and replace faulty materials and component parts which do not meet specification
- Maintain the required productivity and quality levels
- Carry out quality checks at agreed intervals and in the approved way

Duration: 20:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Understand the functions of hand tools, machines and equipment used for different pre assembly operations • Understand the specifications for operations like splitting, ironing, folding, marking, edge colouring & burning • Describe the various properties of leather or materials given like tensile/tear strength, handling, color fastness, etc., • Agree upon work targets with your supervisor and check for special instructions, if any. • Identify, report and replace faulty materials and component parts which do not meet specification 	<ul style="list-style-type: none"> • Perform quality checks of the processed components and compare with sample/specifications • Carry out Operations at a rate which maintains workflow and meets production targets. • Carry out basic maintenance of machinery and keep them clean after use. • Complete forms, records and other documentation
Classroom Aids:	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
Tools, Equipment and Other Requirements	
Sample leather defects material, Inspection report documents, Leather thickness measuring gauge, Material for hand skiving practice, Sample job specifications, PPE's, Waste bins, 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"> • Explain health and safety-related practices applicable at the workplace including general hazards or risk that can lead to accidents • Explain the sanitation and social distancing importance in the workplace. • Explain various personal protective equipment and their method of use • List potential hazards, risks, and threats based on the nature of operations • Describe the ill-effects of alcohol, tobacco, and drugs. Maintain a healthy lifestyle and guard against dependency on intoxicants 	<ul style="list-style-type: none"> • Demonstrate wearing different personal protective equipment as per protocol • Carry out environmental management system related operations at the workplace. • Demonstrate personnel hygiene, sanitation and social distancing importance at the workplace. • Carry out the mock drill for firefighting, emergency exit escape routes, emergency equipment usage and assembling, etc., • Carry out basic first aid procedures for emergencies.

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

Duration: 00:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> 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 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 Show how to operate digital devices and use the associated applications and features, safely and securely Differentiate between types of customers Create a biodata Use various sources to search and apply for jobs Describe opportunities as an entrepreneur
Classroom Aids:	
Computer, projector, printer, student table, whiteboard/flip chart, marker, duster	
Tools, Equipment and Other Requirements	

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 footwear Industry	2		Leather/non-leather footwear industry experience is prepared
Diploma in any discipline		4	Supervisory job role in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
12 th Class		5	Supervisory job role in footwear Industry	2		Leather/non-leather footwear industry experience is prepared

Trainer Certification	
Domain Certification	Platform Certification
LSS/Q2601 – Pre Assembly Operator	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 footwear Industry	2		Leather/non-leather footwear industry experience is prepared
Diploma in any discipline		4	Supervisory job role in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
12 th Class		5	Supervisory job role in footwear Industry	2		Leather/non-leather footwear industry experience is prepared

Assessor Certification	
Domain Certification	Platform Certification
LSS/Q2601 – Pre Assembly Operator	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.