

# Model Curriculum

## Helper – Bottom Making (Footwear)

**SECTOR: LEATHER**  
**SUB-SECTOR: FOOTWEAR**  
**OCCUPATION: BOTTOM MAKING OPERATIONS  
(ASSISTANCE)**  
**REF ID: LSS/Q3302, V1.0**  
**NSQF LEVEL: 2**

## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**LEATHER SECTOR SKILL COUNCIL**

for the

**MODEL CURRICULUM**

Complying to National Occupational Standards of

Job Role/ Qualification Pack: 'Helper-Bottom Making (Footwear)' QP No. 'LSS/Q3302 NSQF Level 2'

Date of Issuance: April 9<sup>th</sup>, 2016  
Valid up to\*: April 10<sup>th</sup>, 2018

*\*Valid up to the next review date of the Qualification Pack*

  
Authorised Signatory  
(Leather Sector Skill Council)

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# Helper-Bottom Making (Footwear)

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Helper - Bottom Making (Footwear)”, in the “Leather” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Helper - Bottom Making (Footwear)</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	Helper - Bottom Making (Footwear) LSS/Q3302, V 1.0		
<b>Version No.</b>	1.00	<b>Version Update Date</b>	15 – 09 – 2016
<b>Pre-requisites to Training</b>	Class V		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Gain knowledge on overview of leather industry and generic skills:</b> General instructions to importance of leather industry, general hazards in leather industry, basic health safety and hygiene precautions, generic skills to be followed in leather industry.</li> <li>• <b>Identify and use basic tools, equipment &amp; materials:</b> Effectively identify, select &amp; use the specified tools, materials and equipment relevant to bottom making.</li> <li>• <b>Support in bottom making operations:</b> Assistance in mulling, insole putting, counter tightening, toe attaching, lasting, heat setting, buffing etc.</li> <li>• <b>Handle work area, tools and machines appropriately:</b> Ensure correct handling of material, tools and machines, maintain clean and hazard free work area, proper usage of cleaning equipment, maintain correct usage of workplace tools and equipment.</li> <li>• <b>Contribute to achieve quality product in bottom making process:</b> Ensure that bottom making is done accurately according to the specifications. Identify, report and replace faulty materials and component parts which do not meet specification.</li> <li>• <b>Become well versed with environment, health, safety &amp; security at work:</b> Well versed with health and safety measures in terms of personal safety and equipment safety relevant to bottom making occupation.</li> <li>• <b>Follow industrial regularity and organizational requirements:</b> Carry out work in accordance with organizational guidelines and procedures, identify and report any possible deviation.</li> </ul>		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Helper-Bottom Making (Footwear)” Qualification Pack issued by “SSC: Leather Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Overview on Leather Industry and Generic Skills</b></p> <p><b>Theory Duration</b> (hh:mm) 12:00</p> <p><b>Practical Duration</b> (hh:mm) 12:00</p> <p><b>Corresponding NOS Code</b> Core skills/ Generic skills and Professional skills collated from all the NOS of the QP</p>	<ul style="list-style-type: none"> <li>Describe leather industry in India</li> <li>Explain factory/section he/she is working and his role in the section</li> <li>Explain the process of manufacturing leather</li> <li>Describe hazards related with the trade and mitigation</li> <li>Employ workplace skills</li> <li>Use and wear PPE effectively</li> </ul>	<p>Chairs, Trainers desk and computer, Student table, Projector, White projector screen, White board, Flip chart display stand, Safety hazard signs, Newspaper, Stationery, PPE set</p>
2	<p><b>Carry-out Supporting Operations within Footwear Bottom Making</b></p> <p><b>Theory Duration</b> (hh:mm) 6:00</p> <p><b>Practical Duration</b> (hh:mm) 82:00</p> <p><b>Corresponding NOS Code</b> LSS/N3303</p>	<ul style="list-style-type: none"> <li>Describe Tools and Materials used in making components of footwear bottom making</li> <li>Explain leather defects, types, properties and coating types</li> <li>Describe lasting, buffing, roughing, adhesive adding</li> <li>Describe mulling operation, insole putting, counter tightening and toe attaching, reactivation, sole pressing, cooling &amp; De-lasting and insertion of socks</li> <li>Describe safety guidelines while working on machines</li> <li>Describe the importance of housekeeping</li> </ul>	<p>Shoe upper, Counter molding machine, Toe moulding machine, Spanner, Hex key, Screwdriver set, Cutting plier, Mulling machine, Lasts, Insole, Adhesive paper tape, Insole tacking machine, Tacks/ nails, Seat lasting machine, Forepart lasting machine, Shoemaking pincer, Hammer, Glue, Heat chamber, Pounding machine, Hot air blower, Roughing machine, Buffing machine, Brush, Cork dust, Eva foam, Adhesive, Brush,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
			Reactivation chamber, Sole pressing machine, Chiller, De-lasting machine, Socks, Latex
3	<p><b>Support to Achieve Product Quality in Footwear Bottom Making</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00</p> <p><b>Practical Duration</b> (hh:mm) 30:00</p> <p><b>Corresponding NOS Code</b> LSS/N3304</p>	<ul style="list-style-type: none"> <li>Handle materials, machinery, Product specifications</li> <li>Process knowledge of ISO and 5S</li> <li>Take corrective action and reporting</li> <li>Describe the importance of productivity and reducing wastage</li> </ul>	Leather thickness measuring gauge
4	<p><b>Maintain the Work Area, Tools and Machines</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00</p> <p><b>Practical Duration</b> (hh:mm) 20:00</p> <p><b>Corresponding NOS Code</b> LSS/N8501</p>	<ul style="list-style-type: none"> <li>Ensuring housekeeping and safety</li> <li>Maintaining workplace, tools and equipment</li> <li>Handle materials, machinery, equipment and tools safely and correctly</li> <li>Use correct lifting and handling procedures</li> <li>Use materials with minimum wastage and dispose of waste safely in the designated location</li> <li>Maintain a clean and hazard free working area</li> <li>Ensure that the correct machine guards are in place</li> <li>Work in a comfortable position with the correct posture</li> <li>Carry out cleaning according to schedules and limits of responsibility and store cleaning equipment safely after use</li> <li>Complete and store accurate records and documentation</li> </ul>	Floor/ dust cleaning machine, Dry vacuum cleaner, Mop bucket, Detergent, Phenyl, Scrubbing and polishing machine, Garbage bins, Dust pan and broom, Gloves, Helmet, Shoes, Apron
5	<p><b>Maintain Health, Safety and Security at Workplace</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 21:00</p> <p><b>Corresponding NOS Code</b></p>	<ul style="list-style-type: none"> <li>Hazards and safety at workplace</li> <li>Organizational Procedures</li> <li>Medical Emergencies and Evacuation process</li> <li>Identify and correct (if possible) malfunctions in machinery and equipment</li> <li>Minimize health and safety risks to self and others due to own actions</li> <li>Monitor the workplace and work processes for potential risks and threats</li> <li>Carry out periodic walk-throughs to keep work area free from hazards and obstructions, if assigned</li> <li>Take action based on instructions in</li> </ul>	First aid kit, Fire extinguisher, Gloves, Helmet, Shoes, Apron

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	LSS/N8601	the event of fire, emergencies or accidents	
6	<b>Comply with Industry, Regulatory and Organizational Requirements</b>  <b>Theory Duration</b> (hh:mm) 01:00  <b>Practical Duration</b> (hh:mm) 02:00  <b>Corresponding NOS Code</b> LSS/N8701	<ul style="list-style-type: none"> <li>Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</li> <li>Apply and follow policies and procedures within your work practices</li> <li>Identify and report any possible deviation to ethical requirements</li> </ul>	Sample legal documents
	<b>Total Duration</b>  <b>Theory Duration</b> <b>33.00</b>  <b>Practical Duration</b> <b>167.00</b>	<b>Unique Equipment Required:</b> Shoe upper, Counter molding machine, Toe moulding machine, Spanner, Hex key, Screwdriver set, Cutting plier, Mulling machine, Lasts, Insole, Adhesive paper tape, Insole tacking machine, Tacks/nails, Seat lasting machine, Forepart lasting machine, Shoemaking pincer, Hammer, Glue, Heat chamber, Pounding machine, Hot air blower, Roughing machine, Buffing machine, Brush, Cork dust, Eva foam, Adhesive, Brush, Sole pressing machine, Chiller, De-lasting machine, Socks, Latex, Leather thickness measuring gauge, Floor/ dust cleaning machine, Dry vacuum cleaner, Mop bucket, Detergent, Phenyl, Scrubbing and polishing machine, Garbage bins, Dust pan and broom, Gloves, Helmet, Shoes, Apron, First aid kit, Fire extinguisher, Sample legal documents	

**Grand Total Course Duration: 200 Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by [Leather Sector Skill Council](#))*

## Trainer Prerequisites for Job role: “Helper-Bottom Making (Footwear)” mapped to Qualification Pack: “LSS/Q3302, Version 1.0”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “LSS/Q3302, Version 1.0”.
2	<b>Personal Attributes</b>	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> Pass with 18 months certificate course in Footwear (any) and above.
4a	<b>Domain Certification</b>	Certified for Job Role: “Helper Bottom Making”, mapped to QP: “LSS/Q3302, Version 1.0”. The minimum accepted score should be “Grade B or Minimum 50%”.
4b	<b>Platform Certification</b>	Certified for Job Role: “Trainer”, mapped to QP: “SSC/Q1402”. The minimum accepted score should be 50%.
5	<b>Experience</b>	Minimum 6 years site experience with Footwear Manufacturing Level-4 qualified.



## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Helper Bottom Making (Footwear)</b>
<b>Qualification Pack</b>	<b>LSS/Q3302, V1.0</b>
<b>Sector Skill Council</b>	<b>Leather</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate.
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
<b>1. LSS/N3303: Carry out supporting operations within footwear bottom making</b>	PC1. Follow the instructions on the work ticket/ job card	<b>100</b>	1	0	1
	PC2. Check that the work area is free from hazards and report risks/ problems likely to affect services to the relevant person promptly and accurately		5.5	5	0.5
	PC3. Support the operator in checking the materials used meet the specification matching <ul style="list-style-type: none"> <li>• within a product</li> <li>• between a pair of products where applicable</li> </ul>		1	0	1
	PC4. Agree and review your agreed upon work targets with your supervisor		0.5	0	0.5
	PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		0.5	0	0.5
	PC6. Report any damaged work to the responsible person		0.5	0	0.5
	PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear		0.5	0	0.5
	PC8. Anticipate and respond to requests for assistance from colleagues willingly and politely		1	0	1
	PC9. Update and develop knowledge of the products, check with others when unsure of new product details		6	5	1
	PC10. Sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1
	PC11. Choose the tools and materials required for the lasting process and get the closed uppers from the closing section		1	0	1
	PC12. Check that the numbers of closed uppers are equal to that in the work ticket/job card.		1	0	1
	PC13. Place the closed uppers in the mulling chamber for vaporizing		1	0	1
	PC14. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC15. Clean and oil the machinery and report any repairs, if required		6	5	1
	PC16. Collect the closed uppers from the mulling chamber and puts the insole onto the lasts		1	0	1
	PC17. Correctly sort and place the work to assist the next stage of production		0.5	0	0.5
	PC18. Cleans the tools and keep the workplace tidy		0.5	0	0.5
	PC19. Choose the tools and materials required for the lasting process and get		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	the closed uppers from the closing section				
	PC20. Place the closed uppers onto the counter tightening machine for counter tightening		1	0	1
	PC21. Takes the closed uppers from the machine after counter tightening and place the uppers to toe molding machine		1	0	1
	PC22. Clean and oil the machinery and report any repairs, if required		0.5	0	0.5
	PC23. Choose the tools and materials required for the lasting process and get the uppers from the upper making section		0.5	0	0.5
	PC24. Check that the numbers of closed uppers are equal to that in the work ticket/job card.		1	0	1
	PC25. Place the closed uppers on to the forepart/toe lasting machine		1	0	1
	PC26. Take the closed uppers from the forepart lasting machine and place them on to the side lasting machine		1	0	1
	PC27. Take the closed uppers from the side lasting machine and place them on to the seat lasting machine		1	0	1
	PC28. Mark the back height on the last by tack		1	0	1
	PC29. Check the amount of wrinkles or folds and see that the lasting is properly done		1	0	1
	PC30. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC31. Clean and oil the machinery and report any repairs, if required		1	0	1
	PC32. Choose the tools and materials required for the heat setting process and get the lasted uppers from the lasting section		1	0	1
	PC33. Check that the numbers of lasted uppers are equal to that in the work ticket/job card.		6	5	1
	PC34. Keep the lasted footwear in the heat setting machine		1	0	1
	PC35. Take the footwear out of the machine after the heat setting		6	5	1
	PC36. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC37. Clean and oil the machinery and report any repairs, if required		1	0	1
	PC38. Choose the tools and materials required for the roughening process and get the lasted uppers from the heat setting section		1	0	1
	PC39. Check that the numbers of lasted uppers are equal to that in the work		0.5	0	0.5

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	ticket/job card.				
	PC40. Flatten the bottom of the lasted uppers with pounding machine		1	0	1
	PC41. Assist the operator in roughening out the finishing/peripheral layer of the lasted uppers		1	0	1
	PC42. Correctly sort and place the work to assist the next stage of production		0.5	0	0.5
	PC43. Cleans the tools and keep the workplace tidy		0.5	0	0.5
	PC44. Choose the tools and materials required for the buffing process and get the footwear from the roughened section		0.5	0	0.5
	PC45. Help in sorting the roughened uppers to ensure quality norms are adhered to		0.5	0	0.5
	PC46. Assist the buffing operator to buff the roughened upper to make it dust free		5.5	5	0.5
	PC47. Correctly sort and place the work to assist the next stage of production		0.5	0	0.5
	PC48. Clean the tools and keep the workplace tidy		0.5	0	0.5
	PC49. Choose the tools and materials required for the bottom filling and get the footwear pieces from the buffing section		0.5	0	0.5
	PC50. Check that the numbers of buffed uppers are equal to that in the work ticket/ job card.		1	0	1
	PC51. Attach bottom fillers to the buffed uppers		1	0	1
	PC52. Check the quality and appearance of the product as per job card		1	0	1
	PC53. Correctly sort and place the work to assist the next stage of production		0.5	0	0.5
	PC54. Clean the tools and keep the workplace tidy		1	0	1
	PC55. Choose the tools and materials required for adhesive adding and get the footwear pieces from the bottom filling section		1	0	1
	PC56. Apply two thin layers of adhesive on the lasted part of the uppers		1	0	1
	PC57. Apply one thin layer of adhesive on the sole		1	0	1
	PC58. Dry the adhesive in normal condition		1	0	1
	PC59. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC60. Clean the tools and keep the workplace tidy		1	0	1
	PC61. Choose the tools and materials required for the reactivation		1	0	1
	PC62. Place the lasted bottom and sole in the reactivation chamber/machine		1	0	1
	PC63. Take the lasted bottom and sole		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	out of the chamber after the reactivation process				
	PC64. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC65. Clean and oil the machinery and report any repairs, if required		1	0	1
	PC66. Choose the tools and materials required for the sole pressing		0.5	0	0.5
	PC67. Put the sole on to the lasted uppers by hand		1	0	1
	PC68. Place the lasted footwear on the sole pressing machine		1	0	1
	PC69. Take the completed footwear out of the sole pressing machine		0.5	0	0.5
	PC70. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC71. Clean and oil the machinery and report any repairs, if required		0.5	0	0.5
	PC72. Choose the tools and materials required for the sole pressing		1	0	1
	PC73. Place the lasted footwear for cooling in the machine		0.5	0	0.5
	PC74. Take the footwear out, after the cooling		1	0	1
	PC75. Place the footwear in the de-lasting machine		0.5	0	0.5
	PC76. Check the quality and appearance of the product as per job card		1	0	1
	PC77. Correctly sort and place the work to assist the next stage of production		0.5	0	0.5
	PC78. Clean and oil the machinery and report any repairs, if required		1	0	1
	PC79. Insert the socks into the footwear		0.5	0	0.5
	PC80. Check the quality and appearance of the product as per job card		1	0	1
	PC81. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC82. Check that the number of lasted uppers are equal to that in the work ticket/job card		1	0	1
	PC83. Clean the tools and keep the workplace tidy		1	0	1
	<b>Total</b>		<b>100</b>	<b>30</b>	<b>70</b>
<b>2. LSS/N3304: Support to achieving product quality in footwear bottom making activities</b>	PC1. Ensure materials and component parts meet specifications	<b>50</b>	1	0	1
	PC2. Ensure the quality of the product meets specification during production		6	5	1
	PC3. Maintain the required productivity and quality levels		1	0	1
	PC4. Carry out quality checks at agreed intervals and in the approved way		6	5	1
	PC5. Count and verify the number of uppers are as specified in the job card		1	0	1
	PC6. Check for any		6	5	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	imperfections/dust/contaminations on the uppers and report them				
	PC7. Sort the components as per the job card after counter moulding, lasting and roughening, pounding, buffing, reactivation etc before passing it to the next stage of production		6	5	1
	PC8. Ensure that the quality and appearance of the uppers are not affected during materials movement		1	0	1
	PC9. Check for excess glue/adhesives on the vamp and clean/report them		6	5	1
	PC10. Checks the brand, logo, price, size and other stampings are neat and as per job card		2	0	2
	PC11. Maintain the continuity of production with minimum interruptions and downtime		2	0	2
	PC12. Identify causes of faults and take action to rectify the same to maintain product quality		6	5	1
	PC13. Follow reporting procedures where the cause of faults cannot be identified		6	5	1
	<b>Total</b>		<b>50</b>	<b>35</b>	<b>15</b>
<b>3. LSS/N8501: Maintain the work area, tools and machines</b>	PC1. Handle materials, machinery, equipment and tools safely and correctly	<b>50</b>	2	0	2
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		3	0	3
	PC4. Prepare and organize work		2	0	2
	PC5. Maintain a clean and hazard free working area		3	0	3
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		3	0	3
	PC8. Maintain tools and equipment		1	0	1
	PC9. Carry out running maintenance within agreed schedules		4	2	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	1	1
	PC11. Report unsafe equipment and other dangerous occurrences		3	2	1
	PC12. Ensure that the correct machine guards are in place		1	0	1
	PC13. Work in a comfortable position with the correct posture		2	1	1
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		3	2	1
	PC15. Dispose of waste safely in the designated location		3	2	1
	PC16. Store cleaning equipment safely after use		2	1	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC17. Complete and store accurate records and documentation		2	1	1
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	1	1
	PC19. Give inputs and assist in completing documentation		2	0	2
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		2	1	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		2	0	2
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
<b>4. LSS/N8601: Maintain health, safety and security at workplace</b>	PC1. Comply with health and safety related instructions applicable to the workplace	<b>25</b>	6	5	1
	PC2. Use and maintain personal protective equipment as per protocol		1	0	1
	PC3. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
	PC5. Follow environment management system related procedures		6	5	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
	PC7. Report any service malfunctions that cannot be rectified		0.5	0	0.5
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		1	0	1
	PC9. Safely handle and move waste and debris		0.5	0	0.5
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		0.5	0	0.5
	PC12. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		0.5	0	0.5
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		1	0	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		0.5	0	0.5
PC16. Undertake first aid, fire-fighting and emergency response training, if	1	0	1		



Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	asked to do so				
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
<b>5. LSS/N8701: Comply with industry, regulatory and organizational requirements</b>	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>25</b>	7	5	2
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		8	5	3
	PC3. Apply and follow these policies and procedures within the work practices		2	0	2
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	0	3
	PC5. Identify and report any possible deviation to these requirements		5	0	5
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
	<b>Grand Total</b>	<b>250</b>	<b>250</b>	<b>100</b>	<b>150</b>