







Model Curriculum

Helper-Finishing (Footwear)

SECTOR: LEATHER SUB-SECTOR: FOOTWEAR

OCCUPATION: FINISHING OPERATIONS (ASSISTANCE)

REF ID: LSS/Q3002, 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-Finishing (Footwear)' QP No. 'LSS/Q3002 NSQF Level 2'

April 9t^h, 2016 April 10th, 2018 Date of Issuance: Valid up to*: *Valid up to the next review date of the Qualification Pack

R. Pm 1t **Authorised Signatory** (Leather Sector Skill Council)









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Helper-Finishing (Footwear)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "<u>Helper-Finishing (Footwear)</u>", in the "<u>Leather</u>" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Helper - Finishing (Fo	potwear)					
Qualification Pack Name & Reference ID.	Helper - Finishing (Footwear) LSS/Q3002, V 1.0						
Version No.	1.0	Version Update Date 27–09 – 2016					
Pre-requisites to Training	Class V	class V					
Training Outcomes	Gain knowled skills: General general hazard precautions, go ldentify and u identify, select relevant to food. Support in food brushing, lacque. Handle work a correct handling and hazard free maintain correct. Contribute to process: Ensuraccording to the materials and endering security at wood terms of person finishing occup. Follow indust Carry out work.	programme, participants ge on overview of leather I instructions to importance its in leather industry, basic eneric skills to be followed in the basic tools, equipmer a use the specified tools, notwear finishing operations. Otwear finishing operations, otwear finishing operations, otwear finishing operations, the proper usage of the basic tools and machines are work area, proper usage of workplace tools achieve quality product in the proper usage of the proper	industry and generic of leather industry, health safety and hygiene in leather industry. In the materials: Effectively materials and equipment In the materials and equipment, and equipment and replace faulty and meet specification. In the lath, safety & and safety measures in afety relevant to footwear In the materials and equipments: In the materials and equipments: In the materials and equipments and equipments.				









This course encompasses $\underline{5}$ out of $\underline{5}$ National Occupational Standards (NOS) of "<u>Helper-Finishing (Footwear)</u>" Qualification Pack issued by "<u>Leather Sector Skill Council</u>".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Overview on Leather Industry and Generic Skills Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 09:00 Corresponding NOS Code Core skills/ Generic skills and Professional skills collated from all the NOS of the QP	 Explain the importance of leather industry Describe leather manufacturing process Explain general hazards or risk that can lead to accidents Follow basic safety, health and hygiene measures Wear and use PPE for safety Carry out communication effectively with co-workers in writing as well as orally Read the documents that are necessary for them to read to carry out operator's task 	Chairs, Trainers desk and Computer, Student table, Projector, White projector screen, White board, Flip chart display stand, Safety Hazard signs, Newspaper, Stationery, PPE set
2	Carry-out Supporting Operations in Footwear Finishing Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 83:00 Corresponding NOS Code LSS/N3009	 Identify tools and equipment used in footwear finishing Describe the processes in footwear finishing Assist in setting up of different machines used in finishing operations Prepare work area for the operations Arrange, sort and place the finished footwear accordingly 	Crepe rubber, Trimmer, Gas- lighter, White petrol, Polish brash, Brush, Sponge, Wax, cream, Hot air blower, Spray gun, Price tags, Tagging gun, Brushing machine
3	Support to Achieving Product Quality in Footwear Finishing Operation Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 33:00 Corresponding NOS Code LSS/N3010	 Explain the importance of product checks Describe the issues pertaining to quality in leather footwear Describe the process to identify footwear that do not meet the quality standards List different types of faults in components of the footwear Describe the process to maintain the production flow 	Sole adhesion tester, Gloves, Apron, Shoes, Shoes for finishing and inspection
4	Maintain the Work Area, Tools and Machines	 Ensure housekeeping and safety Maintain workplace, tools and equipment 	Floor/ dust cleaning machine, Phenyl, Gloves,









Sr. No.	Module	Key Learning Outcomes	Equipment Required		
	Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 26:00 Corresponding NOS Code		Helmet, Shoes, Apron		
5	LSS/N8501 Maintain Health, Safety and Security at Workplace Theory Duration (hh:mm) 5:00 Practical Duration (hh:mm) 11:00 Corresponding NOS Code LSS/N8601	 Identify and correct malfunctions in machinery and equipment Minimize health and safety risks to self and others due to own actions Monitor the workplace and work processes for potential risks and threats Carry out periodic walk- through to keep work area free from hazards and obstructions, if assigned Undertake first aid, fire-fighting and emergency response training, if asked to do so Take action based on instructions in the event of fire, emergencies or accidents Follow organisation procedures for shutdown and evacuation when required 	First aid kit, Fire extinguisher, Gloves, Helmet, Shoes, Apron		
6	Comply with Industry, Regulatory and Organizational Requirements Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code LSS/N8701	 Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures Apply and follow policies and procedures within the work practices Identify and report any possible deviation to ethical requirements 	Sample legal documents		
	Total Duration Unique Equipment Required: Crepe rubber, Trimmer, Gas-lighter, White petrol, Polish brash Brush, Sponge, Wax, cream, Hot air blower, Spray gun, Price Tagging gun, Brushing machine, Sole adhesion tester, Shoes finishing and inspection, Floor/ dust cleaning machine, Quality checking machine, Sole adhesion tester, Phenyl, First aid kit, I extinguisher, Gloves, Helmet, Shoes, Apron, 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-Finishing (Footwear)" mapped to Qualification Pack: "LSS/Q3002, Version 1.0"

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "LSS/Q3002, Version 1.0".
2	Personal Attributes	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-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	10 th with 18 months certificate course in Footwear (any) and above.
4a	Domain Certification	Certified for Job Role: "Helper-Finishing (Footwear)", mapped to QP: "LSS/Q3002, Version 1.0". The minimum accepted score should be as per the decision of the respective SSC guidelines.
4b	Platform Certification	Certified for Job Role: "Trainer", mapped to QP: "SSC/Q1402". The minimum accepted score should be as per the decision of the respective SSC guidelines.
5	Experience	Minimum 6 years site experience with Finishing Operations (Footwear) Level-4 qualified.









Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Helper-Finishing (Footwear)
Qualification Pack	LSS/Q3002, V1.0
Sector Skill Council	Leather

Sr. No.	Guidelines for Assessment
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 centre (as per assessment criteria below).
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre 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.









Δς	sessable		Total	tal Out	Marks Allocation	
	itcome	Assessment Criteria	Mark	Of	Theory	Skills Practical
1.	LSS/N3009: Carry out	PC1. Follow the instructions on the work ticket/ job card		1	0	1
	supporting operations in footwear finishing	PC2. Make sure that the work area is free from hazards and report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
		PC3. Support the operator in checking the materials used meet the specification matching • within a product • between a pair of products where applicable		6	5	1
		PC4. Agree and review your agreed upon work targets with your supervisor		1	0	1
		PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		1	0	1
		PC6. Report any damaged work to the responsible person		6	5	1
		PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear		1	0	1
		PC8. Anticipate and respond to requests for assistance from colleagues willingly and politely		2	0	2
		PC9. Update & develop knowledge of the products, check with others when unsure of new product details	100	7	5	2
		PC10. Sort and place work to assist the next stage of production and minimise the risk of damage		2	0	2
		PC11. Choose the tools and materials required for the cleaning process and get the footwear from the bottoming section		1	0	1
		PC12. Clean the footwear to remove dirt, adhesive, over spill or any contamination by hand /machine		1	0	1
		PC13. Remove the excess adhesives from the surface with brush/sponge		1	0	1
		PC14. Correctly sort and place the work to assist the next stage of production		2	0	2
		PC15. Clean the tools and keep the workplace tidy		2	0	2
		PC16. Choose the tools and materials required for polishing and brushing		1	0	1
		process and get the footwear uppers from the roughing section		7	5	2
		PC17. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2
		PC18. Assist the operator in brushing the footwear to remove dirt/other		2	0	2









Assessable		Total	l Out	Marks Allocation		
Outcome	Assessment Criteria	Mark	Of	Theory	Skills Practical	
	particles using brush/ sponge		1	0	1	
	PC19. Assist the operator in polishing the footwear for a smooth finish using wax/cream/spray/brush		7	5	2	
	PC20. Assists the operator in removing any wrinkles on the footwear using hot air blower		2	0	2	
	PC21. Check the quality and appearance of the product as per job card		2	0	2	
	PC24. Choose the tools and materials required for lacquering and get the footwear from the polishing and brushing section		1	0	1	
	PC25. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2	
	PC26. Take the footwear to the operator for lacquering the footwear		2	0	2	
	PC27. Check the quality and appearance of the product as per job card		2	0	2	
	PC28. Correctly sort and place the work to assist the next stage of production		1	0	1	
	PC29. Clean and oil the machinery and report any repairs, if required		2	0	2	
	PC30. Choose the tools and materials required for tag level fixing and get the footwear from the lacquering section		2	0	2	
	PC31. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2	
	PC32. Assist the operator in placing the tags on the footwear		2	0	2	
	PC33. Check the quality and appearance of the product as per job card		1	0	1	
	PC34. Correctly sort and place the work to assist the next stage of production		2	0	2	
	PC35. Clean and oil the machinery and report any repairs, if required		1	0	1	
	PC36. Choose the tools and materials required for final brushing and get the footwear from the tag level fixing section		2	0	2	
	PC37. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2	
	PC38. Assist the operator in brushing the footwear to remove dirt/other particles using felt wheel/spray finishing		2	0	2	
	PC39. Check the quality and appearance of the product as per job card		2	0	2	
	PC40. Correctly sort and place the work to assist the next stage of production		1	0	1	
	PC41. Keep the tools and workplace tidy		1	0	1	









Assessable		Total	Out	Marks Allocation	
Outcome	Assessment Criteria	Mark	Of	Theory	Skills Practical
	PC42. Assist the operator in checking the		6	5	1
	footwear are as per specifications PC43. Check the quality and appearance of				
	the product as per job card		1	0	1
	PC44. Correctly sort and place to assist the		_	_	_
	next stage of production		1	0	1
	PC45. Assist the operator in packing the footwear are as per specifications		1	0	1
	PC46. Checks the quality and appearance of the product as per job card		1	0	1
	PC47. Correctly sort and pass the packed material to the dispatch section		1	0	1
	Total		100	30	70
2. LSS/N3010: Support to	PC1. Ensure materials and component parts meet specifications		1	0	1
achieving product	PC2. Ensure the quality of the product meets specification during production		6	5	1
quality in footwear	PC3. Maintain the required productivity and quality levels	-	1	0	1
finishing operation	PC4. Carry out quality checks at agreed intervals and in the approved way		6	5	1
	PC5. Count and verify the number of footwear are as specified in the job card		1	0	1
	PC6. Report and replace faulty materials and component parts which do not meet specification		6	5	1
	PC7. Check for any imperfections/dust/contaminations on the footwear and report them	50	6	5	1
	PC8. Sorts the components as per the job card after polishing, buffing, level fixing, lacquering, etc. before passing it to the next stage of production		6	5	1
	PC9. Ensure that the quality and appearance of the footwear are not affected during materials movement		2	0	2
	PC10. Check for excess glue/adhesives on the vamp and clean/report them		2	0	2
	PC11. Checks the brand, logo, price, size and other stampings are neat and as per job card		6	5	1
	PC12. Maintain the continuity of production with minimum interruptions and downtime		1	0	1
	PC13. Identify faults in finished products and report them		6	5	1
	Total		50	35	15
3. LSS/N8501: Maintain the	· · · · · · · · · · · · · · · · · · ·		2	0	2
work area, tools and	PC2. Use correct lifting and handling procedures	50	4	2	2
machines	PC3. Use materials to minimize waste			1	2









Δςςς	essable		Total	Out	Marks A	Allocation			
	come	Assessment Criteria	Mark	Of	Theory	Skills Practical			
		PC4. Prepare and organize work		2	0	2			
		PC5. Maintain a clean and hazard free working area		2	0	2			
		PC6. Deal with work interruptions		2	1	1			
		PC7. Move around the workplace with care		2	0	2			
		PC8. Maintain tools and equipment		4	2	2			
		PC9. Carry out running maintenance within agreed schedules		1	0	1			
		PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2			
		PC11. Report unsafe equipment and other dangerous occurrences		2	0	2			
		PC12. Ensure that the correct machine guards are in place		3	0	3			
		PC13. Work in a comfortable position with the correct posture		2	0	2			
		PC14. Use cleaning equipment and methods appropriate for the work to be carried out		2	1	1			
		PC15. Dispose of waste safely in the designated location		3	2	1			
		PC16. Store cleaning equipment safely after use		2	1	1			
		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		1	0	1			
		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		4	2	2			
		PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration					2	1	1
		Total		50	15	35			
	_SS/N8601: Maintain	PC1. Comply with health and safety related instructions applicable to the workplace		6	5	1			
r	nealth, safety and security at	PC2. Use and maintain personal protective equipment as per protocol		1	0	1			
	workplace	PC3. Carry out own activities in line with approved guidelines and procedures		0.5	0	0.5			
		PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants	25	0.5	0	0.5			
		PC5. Follow environment management system related procedures		6	5	1			
		PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1			









Assessable		Total	Out	Marks Allocation	
Outcome	Assessment Criteria	Mark	Of	Theory	Skills Practical
	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		0.5	0	0.5
	PC9. Safely handle and move waste and debris		1	0	1
	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		0.5	0	0.5
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		1	0	1
	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		1	0	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		1	0	1
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
	Total		25	10	15
5. LSS/N8701: Comply with industry,	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures		8	5	3
regulatory and organizational requirements	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	25	3	0	3
	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		3	0	3
	Total		25	10	15
	Grand Total	250	250	100	150